

ELECTRONIC PROCUREMENT

INFORMATION COLLECTION SYSTEM



Welcome to a new e_PICS experience!

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INTRODUCTION

GENERAL NOTICE

SUBJECT: Electronic Procurement Information Collection System (e-PICS)

REF: USAID General Notice entitled "Acquisition and Assistance
Document Generation and Data Reporting for FY07" dated
September 14, 2006

We are pleased to announce the deployment of ePICS!

This web-based reporting tool replaces the data gathering functions previously performed in ProDoc. ProDoc was the Agency's tool for document generation and data gathering and was decommissioned on September 30, 2006. ePICS is an interim tool designed to help us fulfill our reporting requirements, pending full implementation of the new automated systems, Global Acquisition System (GLAS) and Joint Assistance Management System (JAMS). This means that contracting staff, agreement officers, executive officers and others must now enter required data for all awards made this fiscal year that meet the following criteria. For contracts, FPDS-NG requires reporting of all actions where the Total Estimated Cost is expected to exceed the micro-purchase threshold of \$3,000. For assistance instruments, FAADS requires reporting for all actions as there is no minimum threshold. Therefore, all awards and modifications made since October 1, 2006 that meet this stated criteria must now be entered into ePICS and should be completed by July 13, 2007. In addition, in order to comply with the new requirements of the Federal Funding Accountability & Transparency Act of 2006 (FFATA), award information for new awards and modifications must now be entered within 30 days of award.

Note: GLAS users will continue to enter their acquisition award data into GLAS instead of ePICS. Where GLAS is being used, users must still enter assistance awards in ePICS until such time that JAMS is deployed.

WASHINGTON

M/OAA/CAS/SUP will provide roles and access to ePICS to all M/OAA Contract Specialists and Contracting Officers. M/OAA/CAS/SUP will notify M/OAA users once roles and access are set in the system, via e-mail. There is no need to request access. Non-M/OAA personnel responsible for Acquisition & Assistance reporting will also be provided roles and access. Bureau Transition Coordinators (BTCs) should provide a listing of names and offices symbols for all potential users to Judy Britt at jbritt@usaid.gov. In addition, to assist Washington users with their entries into ePICS M/OAA/CAS/SUP will prepare NMS reports for each M/OAA Division and bureau for all relevant awards issued between October 1, 2006 and the issuance date of this notice. These reports will be distributed to the Division Chiefs and BTCs for further dissemination.

MISSIONS

With ePICS, Missions are given the authority to designate an on-site Domain Administrator for each Mission location. This will allow each Mission to manage their users. For instance, Missions will create, set roles, and disable their own users. In order to get started, Missions must provide the name of the chosen Domain Administrator and an alternate, to Sebrina Robinson at srobinson@usaid.gov.

Please provide these names as soon as possible and no later than June 22. Once the information is received, access will be provided to the Domain Administrators, and they can begin providing access to the rest of the staff at their locations.

USER SUPPORT

ePICS is a user-friendly system and we ask that you make use of the attached manuals and data entry tips. The manual has been divided into sections by the type of action being entered for easy of use. The Data Entry Tips is an abridged version of the manuals and intended to help with initial use by providing clarity on basic navigation, terms, and field definitions. These documents will also be posted on the OAA Solution Center website:

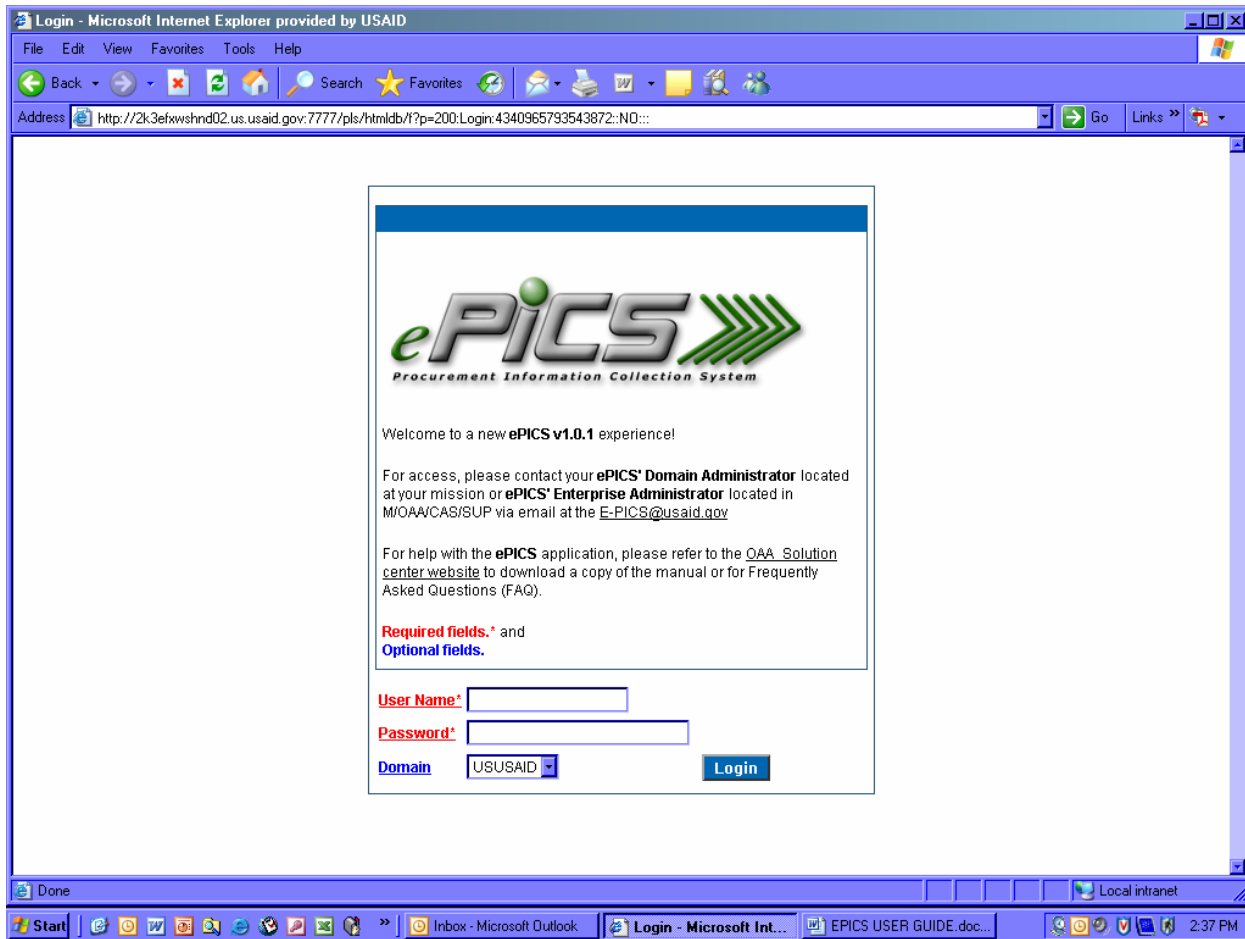
<http://inside.usaid.gov/M/OAA/SolutionsCenter/egov/epics.html>.

As with any new system, we expect many comments, concerns, and suggestions for improvement. A dedicated e-mail box has been set up to accommodate these responses. This e-mail box will also be used to field any requests for help with the application. Please send your messages to the E-PICS@usaid.gov mailbox.

Being a web-based application, ePICS may work better in some locations than others, depending on connectivity strengths and latency issues. Missions of particular concern include: Almaty, Antananarivo, Dar Es Salaam, Dhaka, Dili, Kabul, Kathmandu, Kigali, Lilongwe, and Yerevan. System administrators in these locations should send an e-mail to the E-PICS@usaid.gov mailbox to coordinate additional testing prior to the mission beginning to use ePICS.

ePICS can be found at: <http://epics.us.usaid.gov:7777/pls/htmldb/f?p=777>
Please bookmark this site.

I. GETTING STARTED



A. Logging into the Application

- **User Name:** User Name and password are the same as your network login
- **Domain:** Select your Domain. This is your country location. **For example:** USUSAID = United States. THUSAID = Thailand USAID. Contact your local administrator if not sure which is your PC Domain.

Example: USUSAID\jsmith

*Domain drop down is optional.

B. Important System Tips

- Do not use the “X” to end the session. Do not use any of the internet browser tools, such as the “Back” button. Use the “Cancel” button inside the EPICS system.
- If the Phoenix system is down, a message will appear on all screens, regardless of whether your location is connected to Phoenix.
- Move your mouse over field headings to view **Help** screens.
- “%” is used as a wild card in search fields.
- Required fields are shown in red and have an “*” next to them.
- The ‘Delete’ button only appears on the first tab. If clicked, it will delete the entire record.
- You must click the ‘Save’ button on each screen to save your data. If you move between tabs without clicking the ‘Save’ button, your data will not be saved.
- Categories that have radio buttons suggest that only one option may be chosen. Categories with square boxes suggest that more than one option may be chosen.
- The “Log out” option is located under the user’s name, in the top left-hand corner of the screen.
- Please Note: Data does not copy over from the Base Award to Modifications. Therefore, when entering a Modification, base award information must be re-keyed.

II. WELCOME/OPENING SCREEN

Welcome Action(S) - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3ehwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:WELCOME:4340965793543872> Go Links >>

Hello Robinson, Sebrina
[Logout](#) [Print](#)

Welcome!! Authorization Access

ePICS v1.0.1
Required fields. * Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Create New Actions Search

Display Option: List draft action(s)

Select Modified date from: JAN-01-2007 to: APR-06-2007 and AWARD ID is: ANY

and Validation status is: ANY and Process state is: ANY and Type of Award is: ANY

and Modified by is: % and Created by is: %

1 - 1

Edit Action	Validation status	Type of Award	AWARD ID	Obligation Amount	Created by	Process state
	New	Acquisition	DFD-C-00-07-00006-00		USUSAID\ISTTASHJIAN	Own by user

In this screen you may **Enter a New Action**, **Search** for a previous action that is not shown in the table at the bottom of the screen, or **View and Export Actions** to an excel spreadsheet for printing.

Create New Action: E-PICS is used to capture data for all Acquisition and Assistance Award Types, including IAA and 632A/B. Click this button to begin enter of award information.

A. Searching - you can search for actions previously entered in several ways. You can search by:

- Date Range
- Award ID
- Validation Status (Records that have Errors, Warnings, etc.)
- Process State (Records reported/not reported to FPDS-NG)
- Type of Award
- Modified By (Name of person who last modified the record)
- Created By (Name of person that originally entered the record)

The “%” is a wild card and can be used in the fields to broaden the search and assist when all information is not known.

B. Printing a report

Users have two options for printing records entered into EPICS.

1. You may print each page as you enter the data, by clicking on the “Print” option found under the user’s name in the top left-hand corner of the screen.

1 - 1

Edit Action	Validation status	Type of Award	AWARD ID	Obligation Amount	Created by	Process state
	New	Acquisition	DFD-C-00-07-00006-00		USUSAIDISTTASHJIAN	Own by user

2. You may print a summary report of the data (data dump) by exporting it into an Excel Spreadsheet. To do this, you must go to the “Welcome” screen. Choose “View and export actions” from the Display option drop down box. The “Export to Excel” link is now available below the data, at the bottom of the page.

Welcome Action(S) - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmlb/t?p=200:WELCOME:3504204396392466:SPECIAL%20REQUEST:NO::

Hello **Robinson, Sebrina**
[Logout](#) [Print](#)

Welcome!! Authorization Access

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Create New Actions **Search**

Display Option: View and export action(s)
 List draft action(s)
 View and export action(s)

Select **Modified date from** to APR-06-2007 and **AWARD ID** is ANY
 and **Validation status** is ANY and **Process state** is ANY and **Type of Award** is ANY
 and **Modified by** is % and **Created by** is %

1 - 1

AWARD ID	Signed Date	Current Completion Date	Contractor Name from Contract or Vendor Name	Action Obligation Amount	Contracting Officer Name	Negotiator Name	Description	Created Date
DFD-C-00-07-00006-00								APR-05-

[Export to EXcel](#)

Start | Inbox - Microsoft Outlook | Welcome Action(S) - ... | EPICS USER GUIDE.doc... | 9:45 AM

III. ENTERING A NEW ACTION

Select “Create New Actions” from the home screen.

A. ACQUISITION

Type of awards enter are described in the box to the right. Select “Acquisition” as the type of award and click, “Next” in you are entering data for any of these award types.

Type Procurement Wizard 1 Of 2 - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:WIZARD_1_OF_2_4340965793543872::NO:: Go Links

Hello **Robinson, Sebrina**
[Logout](#) [Print](#)

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Type of Award < Back Next >

☒ Acquisition
☐ Assistance
☐ Interagency Agreement

Type of Award Description

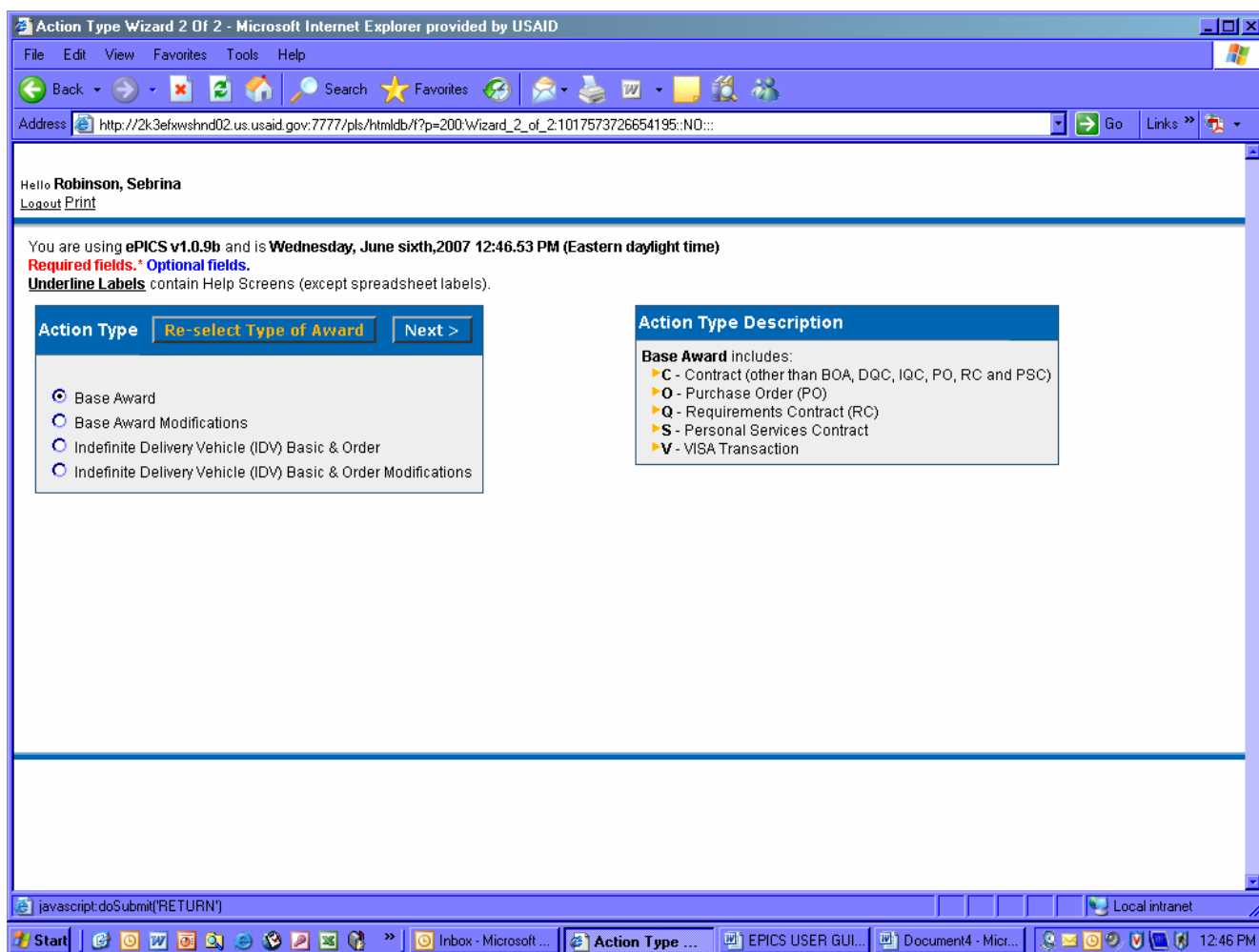
Acquisition:

- ▶ B - Basic Ordering Agreement (BOA)
- ▶ C - Contract (other than BOA, DQC, IQC, PO, RC and PSC)
- ▶ D - Definite Quantity Contract (DQC)
- ▶ E - Blanket Purchase Agreement (BPA)
- ▶ I - Indefinite Quantity Contract (IQC)
- ▶ M - GSA Schedule Order (DO)
- ▶ N - Other Federal Schedule Order
- ▶ O - Purchase Order (PO)
- ▶ Q - Requirements Contract (RC)
- ▶ S - Personal Services Contract
- ▶ V - VISA Transaction

Local intranet

Start | Inbox - Microsoft Outlook | Type Procurement W... | EPICS USER GUIDE.doc... | 3:34 PM

Select “Acquisition” as the type of award and click, “Next”.



Select the “Action Type” and then select ‘Next’.

Note: The type of award that you select will dictate which screens appear through out the process. If you would like to go back, click “Re-select Type of Award”.

AWARD INFORMATION TAB

Base Award ID-

- Enter the Award Number. Base Award- Enter the Award number and include a dash (-) and two zeros (00) at the end. (For example: 267-C-00-04-00454-**00**)
- Base Award Modification- Enter the Award number, with the modification number at the end. (For example: 267-C-00-04-00454-**01**)

IDVs Base Award ID-

- IDV- Enter the Award number. The two zeros following the letter will activate the IDV tab. (For example: 267-I-**00**-04-00454-00).
- IDV Modification- Enter the Award number, with the modification number at the end. (For example: 267-I-00-04-00454-**01**)

Phoenix Obligation Document Number-

This is the Document number in Phoenix. In Missions, it may be necessary for you to consult with the controller.

Phoenix Doc Types-

The Doc Types are codes from Phoenix. Although not required, using this field will make searching for the award number in Phoenix easier. ***Note:** You must make the correct Doc Type choice in order for Phoenix to find the correct document.

- For USAID/Washington, select codes: 1) Interfaced Acquisitions Delivery Order or 2) Interfaced Acquisitions Purchase Order

For Missions, select codes: 1) Uni Obligation; 2) Unilateral Obligation Contracts; or 3) Upward Adjustment

Acquisition Instrument Type-

This field is based on the Acquisition Instrument type.

Description of Requirement –

Enter a brief description of your award. For instance “Contractor shall provide Technical assistance in support of USAID credit programs”. Minimum of 20 characters and maximum of 4000 characters may be entered in this field.

Request/MAARD Numbers-

Missions Only.

GSA Contract –

This field will only appear if you have chosen IDV as the Award type.

AGENCY INFORMATION TAB

Agency Info - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:5:2090093671449231::NO> Go Links

Hello Robinson, Sebrina Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info IDV Only Dates and Dollars

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Agency Info

Welcome Back Save

IDV / IDV Orders ID
RAN-I-00-04-12345-00

Negotiator Email* Negotiator's Organization and Name

Requestor Email* Requestor's Organization and Name

Assistance Contracting Officer Email* Assistance/Contracting Officer's Organization and Name

Cognizant Technical Officer Email* Cognizant Technical Officer's Organization and Name

Areas of Interest
Not selected yet

Contract fully or partially funded by Foreign Government or International Organization
☐ YES
☐ NO

Negotiators Email-

Enter the Negotiator's email address or click on the small "look-up" button next to the field. The "look-up" window will access the directory of "All" the users connected to our intranet. Once you have chosen the person's name from the list, it will be populated in the appropriate fields.

Requestors Email-

Enter the Requestor's email address. (See additional comments under Negotiator Email.)

Assistance Contracting Officer Email-

Enter the Assistance or Contracting Officer's email address. (See additional comments under Negotiator Email.)

Cognizant Technical Officer Email-

Enter the Cognizant Technical Officer's email address. (See additional comments under Negotiator Email.)

Areas of Interest-

Select the area that best describes the purpose of the award. This field is used to assist with reporting.

Agency Info - Microsoft Internet Explorer provided by USAID

Address: http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:5:2090093671449231::NO

Hello Robinson, Logout Print

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Active Directory Users

Agency Info

Welcome

Base Award Missing Award

Negotiator Email

Requestor Email

Assistance/Contracting Officer

Cognizant Technical Officer

Areas of Interest

Not selected

Domain: USUSAID

UserPrincipalName: [text box]

Name: [text box]

Mail: [text box]

Office: [text box]

Department: [text box]

row(s) 1 - 12 of more than 1000

Domain	User_PrincipalName	Name	Mail	Office	Department
USUSAID	jpoe@us.usaid.gov	Poe, Jean	jpoe@usaid.gov	USAID/AFR/WA	-
USUSAID	sellis@usaid.gov	Ellis, Shena	sellis@usaid.gov	USAID/MHR/CSP/RS	-
USUSAID	pdoherly@us.usaid.gov	Doherty, Patrick	pdoherly@usaid.gov	USAID/M/OAA/CAS	-
USUSAID	rgauthier@us.usaid.gov	Gauthier, Ramses	rgauthier@usaid.gov	USAID/AFR/DP	AFR
USUSAID	rseynkoff@us.usaid.gov	Senyoff, Ronald	rseynkoff@usaid.gov	USAID/EGAT/AG/	-
USUSAID	lmcmanus@us.usaid.gov	McManus, Latina	lmcmanus@usaid.gov	USAID/M/IRM/TSI:SOTEC	-
USUSAID	kruckstuhl@us.usaid.gov	Ruckstuhl, Kristen	kruckstuhl@usaid.gov	USAID/GH/OHA/SPER	GH
USUSAID	aa-m@usaid.gov	AA/M Communications,	AA/M@usaid.gov	USAID	M.AA (M)
USUSAID	aafleck@us.usaid.gov	Affleck, Aldona	Aafleck@usaid.gov	USAID/E&E/DGST	-
USUSAID	aahmed@us.usaid.gov	Ahmed, Abdallah	Aahmed@usaid.gov	USAID/M/CFO/CMP	-
USUSAID	aahmed-Noor@us.usaid.gov	Ahmed-Noor, Ayan	aahmed-Noor@usaid.gov	USAID/GH/HIDN/MCH	-
USUSAID	aakins@us.usaid.gov	Akins, Anthony	aakins@usaid.gov	USAID/M/IRM/TSI/SRA	-

javascript:ePicsPopupEmail('P5_EA_NEGOTIATOR_');

Start | Inbox - Microsoft ... | Agency Info - Micr... | EPICS USER GUI... | POPUP Conta... | Local intranet | 11:21 AM

This screen appears when you click the “Look-up” button next to the Negotiator, Requestor, Assistance/Contracting Officer, or Cognizant Technical Officer fields.

You can search by Principal Name, Name, Email, Office, or Department. If you are unsure of spelling, etc., you may also include the wild card (%) in any of the fields. Once you have found the name, click on the ‘paperclip’ next to the person’s name and the information will be populated in the appropriate fields.

Names can be sorted by user simply by clicking on the header of the “Name” column.

VENDOR STATUS TAB

The screenshot shows a web browser window titled "Vendor Status - Microsoft Internet Explorer provided by USAID". The address bar displays a URL from usaid.gov. The page has a navigation bar with tabs: AWARD Information, Agency Info, **Vendor Status**, Vendor Contact Info, Location, Set Aside, Competition, Acquisition Only, Contract Info, Dates and Dollars, and Validation. A message "Hello Robinson, Sebrina" is visible. The main content area is titled "ePICS v1.0.1" and includes instructions about required and optional fields. A "Vendor Status" form is displayed with buttons for "Welcome", "Back", and "Save". The form contains three sections: "Base Award ID" with a "Missing Award ID!!!" error, "Governmental Status" with radio buttons for "Government Organization" and "Non-Government Organization", "Profit Status" with radio buttons for "For-Profit Organization" and "Nonprofit Organization", and "Vendor Origin" with radio buttons for "Non-US Organization/Individual" and "US Organization/Individual". An arrow points to the "Governmental Status" section. The browser's taskbar at the bottom shows the Start button, several open applications including Microsoft Outlook and a document titled "EPICS USER GUIDE.doc...", and the system clock showing 10:45 AM.

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:2090093671449231::NO> Go Links

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☐ Government Organization
☐ Non-Government Organization

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

javascript:doSubmit('T_VENDOR_STATUS');

Start | Inbox - Microsoft Outlook | Vendor Status - Micr... | EPICS USER GUIDE.doc... | Local intranet | 10:45 AM

Make the appropriate selections regarding the Vendor.

The screen will change when you make your selection for **Governmental Status**. Based on which selection you make (Government Organization or Non-Government Organization), the system will provide you with additional options. (See below)

Government Organization

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:2090093671449231::NO::P6_EG_CD:GO Go Links

Hello Robinson, Sebrina Logout Print

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☒ Government Organization
☐ Non-Government Organization

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Government Type

☐ Public International Organization
☐ Non-US Governmental Organization
☐ US Federal Government
☐ US State Government
☐ US County Government
☐ US City/Township
☐ US Special District
☐ US Independent School District
☐ US State Controlled Institution of Higher Education
☐ US-Located Tribal Government
☐ Other US Government Organization

Start | Inbox - Microsoft Outlook | Vendor Status - Micr... | EPICS USER GUIDE.doc... | Local intranet | 10:51 AM

Non-Government Organization

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:2090093671449231::NO::P6_EG_CD:NGO Go Links »

Hello **Robinson, Sebrina**
Logout Print

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☐ Government Organization
☒ Non-Government Organization

Business Size Selection *

☐ Small Business
☐ Other than Small Business
☐ Foreign Business

Other Status

☐ Higher Educational Institution (University Level)
☐ Other Educational Institution
☐ Individual
☐ Hospital
☐ Not Applicable

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Done

Start | Inbox - Microsoft Outlook | Vendor Status - Micr... | EPICS USER GUIDE.doc... | Local intranet | 10:51 AM

NOTE: When you choose “Small” or “Other than Small Business”, a new tab will appear at the top of the screen. This tab is the “Preferences” tab. (See next page.)

PREFERENCES TAB

Preferences - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:9:3441681212830247::NO> Go Links »

Hello Robinson, Sebrina Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Preferences Set Aside Competition Acquisition Only Contract Info Dates and Dollars

You are using ePICS v1.0.1 and is Thursday, May tenth, 2007 10:02:56 AM (Eastern daylight time)
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Preferences

Welcome Back Save

Base Award ID
Missing Award ID!!!

Subcontracting Plan *

- ☐ Plan Not Included - No Subcontracting Possibilitie
- ☐ Plan Not Required
- ☐ Plan Required (Pre 2004)
- ☐ Plan Required - Incentive Included
- ☐ Plan Required - Incentive Not Included

Small Business Administration Programs

- ☐ Emerging Small Business
- ☐ Other Small Business
- ☐ Small Disadvantaged Business
- ☐ 8(a) Program Participant
- ☐ Historically Underutilized Business Zone (HUBZone) Firm

Business Type

- ☐ Asian Indian Owned Business
- ☐ Asian Pacific Owned Business
- ☐ Black American Owned Business
- ☐ Hispanic American Owned Business
- ☐ Historically Black College or University
- ☐ Minority Institution
- ☐ Minority Owned Business
- ☐ Native American Owned Business
- ☐ Non Minority
- ☐ Service-Related Disabled Veteran Owned Business
- ☐ Sheltered Workshop (JWOD Provider)
- ☐ Subcontinent Asian (Asian-Indian) American Owned Business
- ☐ Veteran Owned Business
- ☐ Woman Owned Business

Reason not awarded to a small business

- ☐ No Known SB Source
- ☐ SB Not Solicited

Local intranet

Start | Taskbar | 10:03 AM

NOTE: This screen pertains to the U.S. Vendor. Radio buttons indicate that there is only one choice. Square boxes indicate that more than one choice can be made.

VENDOR CONTACT INFORMATION TAB

Vendor Contact Info - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:7:3346812579834728::NO> Go Links

Hello Robinson, Sebrina Logout Print

AWARD Information Agency Info Vendor Status **Vendor Contact Info** Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

You are using ePICS v1.0.4 and is Friday, May eighteenth, 2007 08:44:37 AM (Eastern daylight time)
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Contact Info

Welcome Back Save

Base Award ID
Missing Award ID!!!

Vendor Name from Contract *

Email Address

Vendor Doing Business As Name

Phone Number

Fax Number

DUNS Number *

Address Line 1 *

Address Line 2

Address Line 3

Zip Code *

City *

State *

Country Code *

Vendor Name from Contract –

Enter the Vendor Name as it appears on the contract, and all other Vendor information. Look-up buttons are available for some fields.

DUNS Number –

All vendors doing business with the Federal Government must have a DUNS number. However, in addition to “vendor DUNS numbers” there are also Generic DUNS numbers that can be used under “specific” circumstances. At USAID, these numbers are to be used primarily for PSCs. Please ensure that you do not abuse “Generic DUNS number” usage and only use them in the instances specified. Please refer to AAPD 07-02.

- **123456787 all individuals under US PSCs, FSN PSCs, TCN PSCs or Purchase Orders** will use a generic DUNS and are not required to register with CCR. The Agency has been granted permission temporarily to use a “general” DUNS number for reporting these entities. When issuing an award to an individual please enter/use this number for systems data entry.
- **79-023-8638 Domestic Contractor (Undisclosed)**
Used to report procurement actions awarded to vendors located in the United States for

classified programs (where the action itself is classified) or other programs where identifying the vendor could cause harm to the mission or the vendor.

- **79-023-8851 Foreign Contractor (Undisclosed)**

Used to report procurement actions awarded to vendors located outside the United States for classified programs (where the action itself is classified) or other programs where identifying the vendor could cause harm to the mission or the vendor.

LOCATION TAB

The screenshot shows a web browser window titled "Location - Microsoft Internet Explorer provided by USAID". The address bar shows a URL from the USAID system. The page has a navigation bar with tabs: AWARD Information, Agency Info, Vendor Status, Vendor Contact Info, Location (selected), Set Aside, Competition, Acquisition Only, Contract Info, Dates and Dollars, and Validation. Below the navigation bar, the user is logged in as Robinson, Sebrina. The main content area is titled "Location" and contains a form with the following fields: "Base Award ID" (with a message "Missing Award ID!!!"), "Place of Manufacture *" (a dropdown menu currently showing "U.S."), "Place of Performance (Country) *" (a text input field), "Place of Performance (Zip Code) *" (a text input field), "Country of Origin *" (a text input field), and "Authorized GEO Code *" (a text input field). The form also has "Welcome", "Back", and "Save" buttons. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 10:58 AM.

Place of Manufacture –

This field is used primarily to satisfy inquiries pertaining to the Buy America Act.

- 1) **US** = Product is manufactured in the U.S. or at least 50% of the cost of components are manufactured in the U.S. or qualifying countries;
- 2) **Foreign** = Manufactured outside of the U.S. or if manufactured in the U.S. at least 50% is manufactured outside of the U.S.;
- 3) **Not Applicable** = Use if Place of Manufacture does not apply such as Services or Construction.

Country of Origin –

Enter **US** if the product being procured is a domestic end product. If the product is not a domestic end product, enter the **FIPS 10 Country Code** or use the search button on the screen to find the appropriate country Code. This field provides information to support the Buy American Act, Trade Agreement Act, and Small Business Act.

Authorized GEO Code-

See ADS 310.1a, Source Origin Nationality. This section sets forth the sources for procurement, which are normally authorized for USAID-financed transactions. Each USAID obligating document shall specify a USAID Geographic Code that defines the eligible source for foreign exchange procurement.

SET ASIDE TAB

The screenshot shows a web browser window titled "Set Aside - Microsoft Internet Explorer provided by USAID". The address bar shows a URL from the USAID system. The page has a navigation bar with tabs: AWARD Information, Agency Info, Vendor Status, Vendor Contact Info, Location, Set Aside (selected), Competition, Acquisition Only, Contract Info, Dates and Dollars, and Validation. Below the navigation bar, the page displays "ePICS v1.0.1" and "Required fields.* Optional fields." It also mentions "Underline Labels contain Help Screens (except spreadsheet labels)." The main content area is titled "Set Aside" and includes buttons for "Welcome", "Back", and "Save". Under "Base Award ID", it says "Missing Award ID!!!". The "Set Aside Type" section lists various options with radio buttons, including "No set aside used.", "8(a) with HUB Zone Preference", "8A Competed", "Small Business Set-Aside -- Partial", "HBCU or MI Set-Aside -- Total", "HBCU or MI Set-Aside -- Partial", "Very Small Business Set Aside", "Emerging Small Business Set-Aside", "HUBZone Set-Aside", "Service Disabled Veteran Owned Small Business Set-Aside", "Buy Indian", "HUBZone Sole Source", "SDVOSB Sole Source", "8(a) Sole Source", "Reserved for Small Business \$2501 to 100K", "SDB Set-Aside 8(a)-(Will be deprecated in future)", "Combination HUBZone and 8(a)-(Will be deprecated in future)", and "Small Business Set-Aside - Total". The "Evaluated Preference" section lists options: "No Preference used", "SDB Price Evaluation Adjustment", "Combined HUB/SDB Preference", "HUBZone Price Evaluation Preference", and "SDB Preferential Consideration Partial SB Set Aside". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 11:06 AM.

Set Aside Type-

This is the designator for type of set aside determined for the contract action. Report this code when you use any of the following set-asides to award a contract.

- **No set aside used** – The contract award was not a socio-economic program set-aside. For example:

Full and open competition, work performed overseas, and real property leasing.

- **Small Business Set-Aside – Total** - A small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2..
- **8A Competed** – An 8(a) award pursuant to FAR 19.805-2.
- **Small Business Set-Aside – Partial** - A partial small business set aside made pursuant to FAR 19.502-3.
- **HBCU or MI Set-Aside – Total** - An award directed to a Historically Black College/University or Minority Institution, see DFARS 226.7003.
- **HBCU or MI Set-Aside – Partial** - Contract awards directed to Historically Black College/University of Minority Institution see DFARS 235.016.
- **Very Small Business Set Aside** – The acquisition is between \$2,501 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9. NOTE: Verify if expired.
- **Emerging Small Business Set-Aside** – The action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program, see FAR Subpart 19.10.
- **HUBZone Set-Aside** – The award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns see FAR 19.1305.
- **Service Disabled Veteran Owned Small Business Set-Aside** – Contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns, see FAR 19.1405.
- **Buy Indian** – If applicable, this code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
- **HUBZone Sole Source** – If the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
- **SDVOSB Sole Source** – Contract awards exceeding the micro purchase threshold, set-aside for non-competitive award to service-disabled veteran-owned small business concerns, see FAR 19.1406.
- **8(a) Sole Source** – Actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency, see FAR 19.811.
- **Reserved for Small Business \$2500.01 to 100K** – The award exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold, see FAR 13.
- **SDB Set-Aside** – A small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).
- **Combination HUBZone and 8(a)** – The award was a combination HUBZone set-aside and 8(a) award.
- **SDB, 8(a) with HUBZone** – The primary preference program was 8(a) and priority is given to the 8(a) concern that was also a HUBZone small business concern, see FAR 19.800(d).

Evaluated Preference-

This is the designator for the type of preference determined for the contract action. Report a code from the drop down menu when a contract was made pursuant to the socio economic program price evaluation preferences, see FAR 19.11 and FAR 19.13.

- **No Preference used** – No evaluation preference was used in this action.
- **SDB Price Evaluation Adjustment** – An award made through full and open competition with award

to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.

- **SDB Preferential Consideration Partial Set Aside** – The award was made through Full and Open Competition after Exclusion of Sources pursuant to FAR 6.2. Enter this code if the action was a partial set-aside for small business and Partial SB Set-Aside preferential consideration resulted in an award to an SDB.
- **HUBZone Price Evaluation Preference** – The award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference; see FAR 19.1307.
- **Combined HUB/SDB Preference** – The award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference, see FAR 19.13, and the Small Disadvantaged Business Price Evaluation Adjustment, see FAR 19.11.

COMPETITION TAB

Competition - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:11:2090093671449231::NO

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Set Aside **Competition** Acquisition Only Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Competition

Welcome Back Save

Base Award ID
Missing Award ID!!!

Competition Flags

☐ Pre-award Synopsis Requirement
☐ Synopsis Waiver Exception
☐ Alternative Advertising
☐ Commercial Item Acquisition Procedures
☐ A-76 (FAIR Act) Action

Solicitation Procedures *
Not selected yet

Extent Competed *
Not selected yet

Statutory Exceptions to Fair Opportunity
Not selected yet

Number of Offers *

Solicitation Number

Start | Inbox - Microsoft Outlook | Competition - Micros... | EPICS USER GUIDE.doc... | Local intranet | 11:07 AM

Select the appropriate **Competition Flags**.

Solicitation Procedures-

This is the designator for the solicitation procedures available. Report this code for the type of solicitation procedure used.

- **Negotiated Proposal –**

Solicitation using negotiated procedures (RFP) other than simplified acquisition procedures (RFQ). (FAR 12, FAR, 13, FAR 15).

- **Sealed Bid –** Solicitation using seal bidding procedures (IFB). (FAR 14).

- **Two Step –** Solicitation that uses a combination of sealed bids and negotiated procedures. (FAR 6.102)

- **Simplified Acquisition –** A request for quotation (RFQ) is used to solicit. (FAR 12 and 13)

- **Architect Engineer –** An Architect Engineer action is solicited pursuant to FAR 6.102(d)(1).

- **Basic Research –** A Basic Research action is solicited pursuant to FAR 6.102(d)(2).

- **Alternative Sources –** The action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).

- **No solicitation procedure used –** No solicitation was used in this action.

Statutory Exceptions to Fair Opportunity-

This field is used to determine the extent of competition under a multiple award IDIQ contract in accordance with the Fair Opportunity Act. Report a code from the drop down menu when awarding a non-competitive task order or delivery order exceeding \$2500.00 against an IDIQ contract.

- **Urgency –** The action was justified pursuant to FAR 16.505 (B)(2)(i).

- **Only One Source - Other –** The action was justified pursuant to FAR 16.505(B)(2)(ii).

- **Follow-on Delivery Order Following Competitive Initial Order Economy and Efficiency –** The action was justified pursuant to FAR 16.505 (B)(2)(iii).

- **Minimum Guarantee –** It was necessary to place an order to satisfy the minimum amount guaranteed to the contractor, see FAR 16.505(b)(2)(iv).

Extent Competed-

This is a code that represents the competitive nature of the contract. The drop-down lists the following:

- **A Full and Open Competition –**

If the action resulted from an award pursuant to FAR 6.102(a) - Sealed Bid, FAR 6.102(b) – Competitive Proposal, FAR 6.102(c) - Combination, or Other competitive method that did not exclude sources of any type.

- **Not Available for Competition –** The contract is not available for competition.

- **Not Competed -** The contract is not competed.

- **Full and Open Competition after exclusion of sources –** Some sources are excluded before competition.

- **Follow On to Competed Action –** The action is a follow on to an existing competed contract. (FAR 6.302-1).

- **Competed under SAT** – The action is competed under the Simplified Acquisition Threshold (for civilian agency use only).
- **Not Competed under SAT** – The action is NOT competed under the Simplified Acquisition Threshold (for civilian agency use only).
- **Competitive Delivery Order** – Apply to Full and Open Competition pursuant to FAR 6.1 and only apply to Delivery Orders. Report this code if the IDV type is a Federal Schedule. Report this code when the Order delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR 16.505(b)(1). Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3), and the applicable provisions referenced therein. This option is available only on Delivery Orders.
- **Non-Competitive Delivery Order** – Competitive procedures are not used in awarding the delivery order for a reason not included above (when the action was non-competitive). This option is available only on Delivery Orders.

Number of Offers –

Enter the actual number of offers received. These are the actual offers/bids you received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders.

Solicitation Number-

Please use the solicitation identifier used in FedBizops.

ACQUISITION ONLY TAB

Acquisition Only - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:12:2090093671449231::NO> Go Links

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Set Aside Competition **Acquisition Only** Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Acquisition Only

Welcome Back Save

Base Award ID
Missing Award ID!!!

Compliance

☐ Clinger-Cohen Act Planning Compliance
☐ Walsh Healy Act
☐ Service Contract Act
☐ Davis Bacon Act

Performance-Based Service Acquisition *

☐ NA - Not Applicable
☐ YES
☐ NO

EPA-Designated Products *
Not Required

National Interest Action *
None

Recovered Material Clauses *
No Clauses Included

javascript:doSubmit("T_ACQUISITION ONLY");

Start | Inbox - Microsoft Outlook | Acquisition Only - Micr... | EPICS USER GUIDE.doc... | Local intranet | 11:12 AM

COMPLIANCE

• Clinger-Cohen Act Planning Compliance

Check this box if the contracting agency or the funding agency is DOD and this procurement is for computer hardware or services. Select a value certified by the funding office as to whether the planning requirements at 42 USC 1422 and 42 USC 1423 are met. If the answer is yes, check the box. If the answer is no, leave the box blank.

• Walsh Healy Act

Check the box if the award is subject to the Walsh Healey Act and the Walsh Healy Act clause is included in the award. Otherwise, leave blank. (FAR 22.6).

• Service Contract Act

Check the box if the award is subject to the Service Contract Act and the Service Contract Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, leave the box blank. (FAR 22.10).

• Davis Bacon Act

Check the box if the award is subject to the Davis Bacon Act and the Davis Bacon Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, leave blank. (FAR 22.403-1).

EPA Designated Products –

The Resource Conservation and Recovery Act (RCRA), Section 6002, and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program. This list of EPA designated products is available at <http://www.epa.gov/cpg>. This requirement applies to all contracts that require EPA designated products. If more than one exception applies, report the predominant exception code or the code for the highest cost EPA designated item for which a justification was completed. The drop down lists the following options:

- **Meets Requirements** – The contracting officer purchased the EPA designated product or products and all contained the required minimum recovered material content.
- **Justification - Performance** – EPA designated product or products were purchased without the required minimum recovered material content and a justification was completed based on the inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).
- **Justification - Price** – EPA designated product or products were purchased without the required minimum recovered material content and a justification was completed based on the inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).
- **Justification - Time** – The required minimum recovered material content and a justification was completed based on the inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).
- **Not Required** – No EPA designated product(s) were required.

National Interest Action –

This field identifies the awards made in response to national interest actions. Select the appropriate entry from the drop down menu.

- Hurricane Katrina
- Hurricane Ophelia
- Hurricane Rita
- Hurricane Wilma
- None

Recovered Material Clauses –

This designates whether the contracting officer included clauses in the contract for the Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA designated Products. The drop down lists the following options:

- **FAR 52.223-4 Included** – The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
- **FAR 52.223-4 and FAR 52.223-9 Included** – The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA designated Products.
- **No Clauses Included** – Neither clause is included in the contract.

CONTRACT INFORMATION TAB

‘Look-up’ buttons are available for Product or Service Code, and for NAICS Code.

Product or Service Code –

Enter the Product or Service Code or use the ellipses button on the screen to find the appropriate Product or Service Code. Report the four-character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action.

- **For research and development** – Report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter “A”. Do not report as R&D acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D, in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual (even though R&D appropriations are used). Do not use R&D codes for orders under federal schedule contracts.
- **For services other than research and development** – Report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a

letter other than “A”.

- **For supplies and equipment** – Report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.
- **For construction** – Report the code from Section I, Part C of the FPDS Product and Service Codes Manual. Construction begins with “Y” or “Z”, with a NAICS beginning with “23” and labor statutes should either be “Davis Bacon Act” or “Service Contract Act” when place of performance is U.S. Architect and Engineering begins with “C”.

Special Contract Types-

- **Letter Contract-** Check the box if the award is a Letter Contract. Otherwise, leave blank.
- **Multiyear Contract** -Check the box if this transaction is a multi-year contract. These are contracts issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference from multiple year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the Government will pay for termination if the remaining funding is not appropriated. (FAR 17.103)
- **Purchase Card as Payment Method**-Check the box if the method of payment under an award is the Purchase Card. Agencies may issue formal contract documents and make payment using the Purchase Card.
- **Government Furnished Equipment (GFE) and Government Furnished Property (GFP)-** Check the box if the contractor authorizes the use of Government Furnished Equipment (GFE) or Government Furnished Property (GFP), pursuant to FAR 45. Otherwise, leave blank.

NAICS Code-

Enter the NAICS Code or use the ellipses button on the screen to find the appropriate NAICS Code. Report the 6-digit code from the **North American Industry Classification System (NAICS) Manual**. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action. The Product or Service Code (PSC) must correlate to the selected NAICS. The ‘Look-up’ is available for this field.

Contract Bundling-

This designates when the value of the contract, including all options, is expected to exceed \$5M. In addition, the contracting officer determines if this contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 4.6, FAR 2.101). From the drop-down menu select the appropriate option listed below:

- **Mission Critical** – The agency has determined that the bundling of requirements is critical to the agency's mission. See FAR 7.107.
- **OMB Circular A-76** – The agency used the OMB Circular A-76 process to determine that bundling of requirements is necessary and justified, rather than applying the substantial benefits analysis required by FAR 7.107.
- **Other** – The requirement is "bundled" and if neither of the above two options (“Mission Critical” or “OMB Circular A-76”) apply.
- **Not a bundled requirement** – The award is not a bundled action or the total contract value is less than \$5M.

Type of Contract/Fee Structure-

Select from the drop-down menu the type of contract from FAR Part 16 that applies to this procurement. If award has more than one contract type, identify the type with greater contract value, or, for agencies that report multiple actions, follow agency instructions.

The types include:

- Fixed Price Redetermination.**
- Fixed Price Level of Effort.**
- Fixed Price.**
- Fixed Price with Economic Price Adjustment.**
- Fixed Price Incentive.**
- Fixed Price Award Fee.**
- Cost Plus Award Fee.**
- Cost No Fee.**
- Cost Sharing.**
- Cost Plus Fixed Fee.**
- Cost Plus Incentive.**
- Time and Materials.**
- Labor Hour.**
- Order Dependent** – This applies to IDVs only. IDVs allow pricing arrangements to be determined separately for each order.
- Combination** – This applies to awards only; it applies to awards where two or more of the above apply.
- Other** – This applies to awards only when none of the above is applicable.

(THIS SCREEN IS FOR BASE IDVs ONLY)

This screen will only appear if you chose IDV as the Award Type at the start of the record.

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

IDV Only

Welcome Back Save

IDV / IDV Orders ID
RAN-100-04-12345-00

Maximum Order Limit (Single) *
0.00

Maximum Order Limit (Total)
0.00

Minimum Order Limit (Single) *
0.00

Fee Paid for Use of IDV
0.00

Program Acronym *

Who Can Use *

- ☒ Only the Agency awarding the contract may place orders.
- ☐ All Federal Government agencies may place orders against the contract.
- ☐ Provide a text statement of which agencies may place orders against the contract.
- ☐ Only civilian agencies may place orders against the contract.
- ☐ Only the agencies with the FIPS 95 codes listed in a comma-separated list.
- ☐ Only Department of Defense agencies may place orders against the contract.

Type of IDC *

- ☐ Indefinite Delivery / Requirements
- ☐ Indefinite Delivery / Definite Quantity
- ☒ Indefinite Delivery / Indefinite Quantity

Multiple-Award or Single-Award IDC *

- ☐ Single Award
- ☐ Multiple Award

IDV Last Date
To Order *

Maximum Order Limit (Single)-

This is the maximum dollar amount that applies to a single order against an Indefinite Delivery Vehicle. If this action is an initial load of an IDV, then enter the maximum dollar amount that applies to a single order against the IDV.

Maximum Order Limit (Total)-

If this action is an initial load of an IDV, Then enter the maximum dollar amount that can be applied to a single order against the IDV. If there is no maximum, enter 0.00

Minimum Order Limit (Single)-

If this action is an initial load of an IDV, then enter the minimum dollar amount that can be applied to a single order against the IDV. If there is no minimum, enter 0.00.

Fee Paid for Use of IDV-

The agency placing the order will enter the dollar value of the fee charged for this action. This is only required on delivery orders and BPA calls.

Program Acronym-

Enter the short name, title, or code used for a GWAC or other major contracting program. For an IQC you would enter the IQC Group Name. Examples include: COMMITS, ITOPS, FEWS NET, and TASC II.

Who Can Use-

This field designates agencies that may place orders against this indefinite delivery vehicle. For the initial award of an IDV, select one of the following:

- **Only My Agency** – Only the agency awarding the contract may place orders.
- **All Agencies** – All Federal Government agencies may place orders against the contract.
- **Defense** – Only Department of Defense agencies may place orders against the contract.
- **Civilian** – Only civilian agencies may place orders against the contract.
- **Codes** – Only the agencies with the FIPS 95 codes listed in a comma-separated list.
- **Other** – Provide a text statement of which agencies may place orders against the contract.

Type of IDC-

This field identifies whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity (FAR 16.5). Select from the following options:

- **Indefinite Delivery/Requirements**
- **Indefinite Delivery/Indefinite Quantity**
- **Indefinite Delivery/Definite Quantity**

Multiple-Award or Single Award IDC-

This field indicates whether the contract is one of many that resulted from a single solicitation, or all of the contracts are for the same or similar items, and contracting officers are required to compare their requirements with the offerings under more than one contract or are required to acquire the requirement competitively among the awardees.

- **Multiple Award** – The contract is one of several awarded under a single solicitation for which contracting officers are required to compete their requirements among several vendors.
- **Single Award** – The contract does not meet the definition of a multiple award contract.

IDV Last Date to Order-

Complete for IDVs only. The last date on which an order may be placed against this Indefinite Delivery Vehicle (IDV)

DATES AND DOLLARS TAB

Date Signed-

The date the Contracting/Agreement Officer signed the award.

Obligation Amount-

Amount obligated by this transaction.

Effective Date –

The starting date for the award's requirements.

Non-Federal Funding Amount –

Funding from Non-federal resources that will be used in the award (i.e. contributions).

Base and Exercised Options Value-

The value of the contract plus any option years that have been exercised.

Current Completion Date –

For the base award, report the completion date of the base award plus any options that have been exercised at the time of award. For modifications, report the revised scheduled completion date.

Base and All Options Value –

The Total Estimated Cost (TEC) for the entire award including all options. For IDVs, enter the total estimated cost for all anticipated orders.

Ultimate Completion Date –

Report the proposed completion date, whether option years/periods have been exercised or not.

Example: Award signed on Sept 30, 2006 (sign date). Work is to begin on October 1, 2006 (Effective Date). The award completion date is Sept 30, 2007 (Current Completion Date) with two option years which if exercised, would take the award through September 30, 2009 (Ultimate Completion Date).

NOTE: Once you have entered all data, you will click “**Save and Validate**”. The system will validate the data that you have entered and present any errors that have been found. (See section on VALIDATING AN ACTION)

B. ASSISTANCE

Type Procurement Wizard 1 Of 2 - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:2:2090093671449231::NO::P2_ACQ_OR_ASS:AST Go Links »

Hello **Robinson, Sebrina**
[Logout](#) [Print](#)

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Type of Award < Back Next >

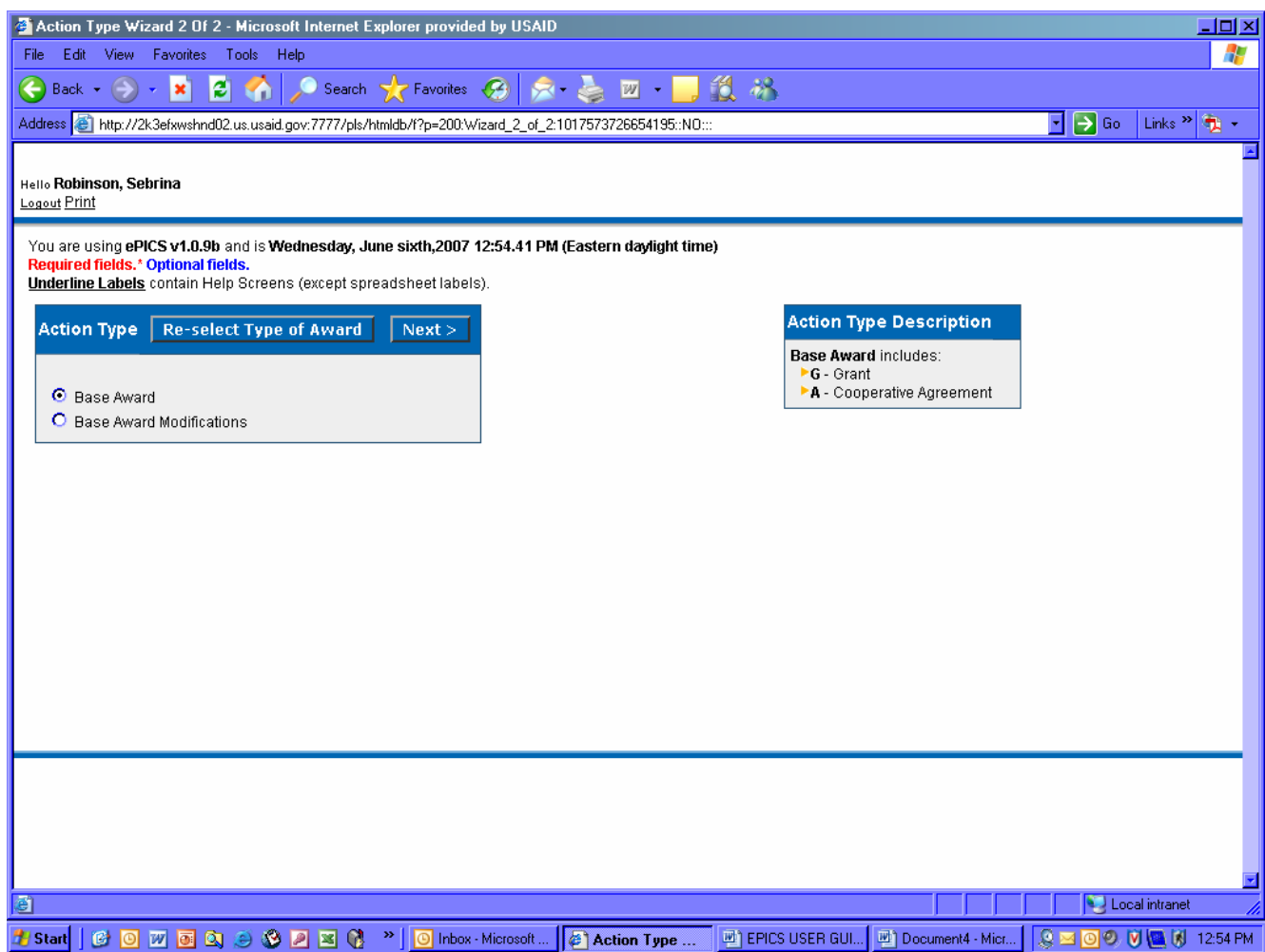
☐ Acquisition
☒ Assistance
☐ Interagency Agreement

Type of Award Description

Assistance:
▶ G - Grant
▶ A - Cooperative Agreement

Start | [Icons] | [Taskbar] | Local intranet | 12:30 PM

Select “Assistance” as the type of award and click, “Next”.



Select the “Action Type” and then select ‘Next’.

Note: The type of award that you select will dictate which screens appear through out the process. If you would like to go back, click “Re-select Type of Award”.

AWARD INFORMATION TAB

AWARD Information - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:AWARD_INFORMATION:1110980519158236::NO::

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Dates and Dollars Validation

You are using ePICS v1.0.9a and is Friday, June first, 2007 10:02:52 AM (Eastern daylight time)
Required fields. * Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

AWARD Information

Welcome Delete Save

Base Award ID *
[Text Field]

Phoenix Document Type
[Dropdown Menu: Not selected yet]

Assistance Instrument Type *
☐ A - Cooperative Agreement
☐ G - Grant

Description of Requirement *
[Text Area]

0 of 4000

Request/MAARD Number
[Text Field]

RFA
[Text Field]

Action's State
[Dropdown Menu: Own by user]

Phoenix Obligation Document Number
[Text Field]

Assistance Action Type *
☒ New assistance action

Was this competed? *
☒ YES
☐ NO

Start [Taskbar Icons] Local intranet 10:02 AM

Base Award ID-

Enter the Award Number.

Phoenix Document Type-

The Doc Types are codes from Phoenix. Although not required, using this field will make searching for the award number in Phoenix easier. ***Note:** You must make the correct Doc Type choice in order for Phoenix to find the correct document.

- For USAID/Washington, select codes: 1) Interfaced Acquisitions Delivery Order or 2) Interfaced Acquisitions Purchase Order
- For Missions, select codes: 1) Uni Obligation; 2) Unilateral Obligation Contracts; or 3) Upward Adjustment

Phoenix Obligation Document Number-

This is the Document number in Phoenix. In Missions, it may be necessary for you to consult with the controller.

Acquisition Instrument Type-

This field is based on the Acquisition Instrument type. Select either Cooperative Agreement or Grant.

Assistance Action Type-

This data is collected for the Federal Assistance Award Data System (FAADS). This system is sponsored by the Bureau of Census and OMB.

Description of Requirement –

Enter a brief description of your award. For instance “Grantee shall provide Technical assistance in support of USAID credit programs”. Minimum of 20 characters and maximum of 4000 characters may be entered in this field.

Request/MAARD Numbers- Missions Only.

RFA –

Enter the Request for Assistance number.

AGENCY INFORMATION TAB

The screenshot shows a web browser window titled "Agency Info - Microsoft Internet Explorer provided by USAID". The address bar shows a URL from the USAID system. The page displays a user greeting for Robinson, Sebrina, and a navigation menu with tabs: AWARD Information, Agency Info (selected), Vendor Status, Vendor Contact Info, Location, Dates and Dollars, and Validation. The main content area shows the "Agency Info" form with fields for Base Award ID, Negotiator Email, Requestor Email, Assistance Contracting Officer Email, Cognizant Technical Officer Email, Areas of Interest, and CFDA Program Title. A message at the top indicates the user is using ePICS v1.0.9b and provides the date and time. A red error message "Missing Award ID!!!" is displayed. A black arrow points to the "Negotiator's Organization and Name" field.

Agency Info - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home Print Mail News RSS Feeds

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:5:1251937259401272::NO> Go Links >>

Hello Robinson, Sebrina
[Logout](#) [Print](#)

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Dates and Dollars Validation

You are using ePICS v1.0.9b and is Wednesday, June sixth, 2007 10:32:07 AM (Eastern daylight time)
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Agency Info

Welcome Back Save

Base Award ID
Missing Award ID!!!

Negotiator Email* Negotiator's Organization and Name

Requestor Email* Requestor's Organization and Name

Assistance Contracting Officer Email* Assistance/Contracting Officer's Organization and Name

Cognizant Technical Officer Email* Cognizant Technical Officer's Organization and Name

Areas of Interest
Not selected yet

CFDA Program Title *

Start | [Inbox - Microsoft O...](#) | [Agency Info - ...](#) | [EPICS USER GUI...](#) | [EPICS USER GUI...](#) | Local intranet | 10:32 AM

Negotiators Email-

Enter the Negotiator's email address or click on the small "look-up" button next to the field. The "look-up" window will access the directory of "All" the users connected to our intranet. Once you have chosen the person's name from the list, it will be populated in the appropriate fields.

Requestors Email-

Enter the Requestor's email address. (See additional comments under Negotiator Email.)

Assistance Contracting Officer Email-

Enter the Assistance or Contracting Officer's email address. (See additional comments under Negotiator Email.)

Cognizant Technical Officer Email-

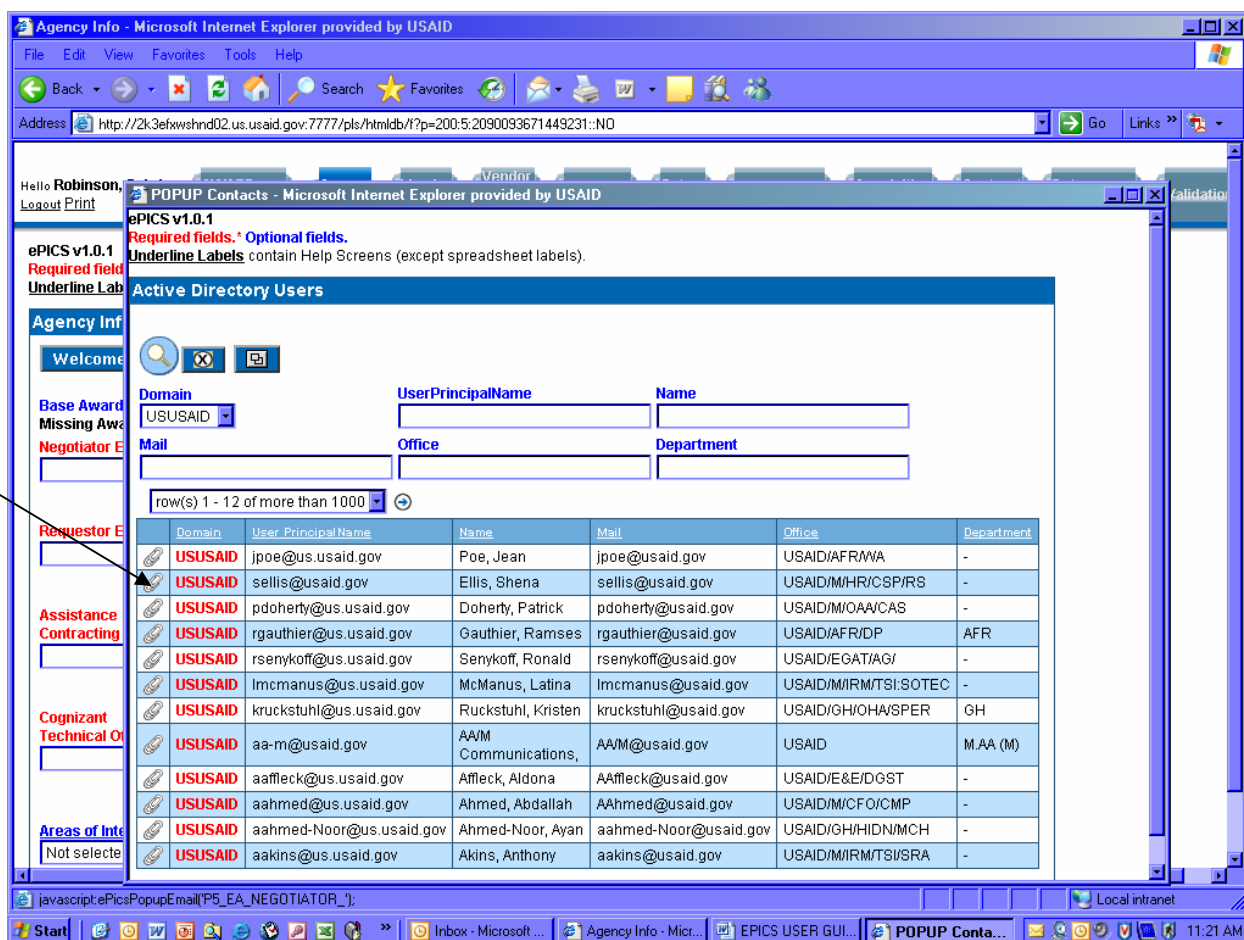
Enter the Cognizant Technical Officer's email address. (See additional comments under Negotiator Email.)

Areas of Interest-

Select the area that best describes the purpose of the award. This field is used to assist with reporting.

CFDA Program Title-

This field is required for FAADS (Federal Assistance Award Data System) reporting. The Catalog of Federal Domestic Assistance (CFDA) was established by the Federal Program Information Act (31 U.S.C. 6104) and OMB Circular A-89. It catalogs all federal domestic assistance programs, including programs that finance grants or cooperative agreements to U.S. recipients for activities abroad.



This screen appears when you click the “Look-up” button next to the Negotiator, Requestor, Assistance/Contracting Officer, or Cognizant Technical Officer fields.

You can search by Principal Name, Name, Email, Office, or Department. If you are unsure of spelling, etc., you may also include the wild card (%) in any of the fields. Once you have found the name, click on the ‘paperclip’ next to the person’s name and the information will be populated in the appropriate fields.

Names can be sorted by user simply by clicking on the header of the “Name” column.

VENDOR STATUS TAB

The screenshot shows a web browser window titled "Vendor Status - Microsoft Internet Explorer provided by USAID". The address bar displays a URL from the USAID.gov domain. The page header includes a navigation menu with tabs: "AWARD Information", "Agency Info", "Vendor Status" (which is the active tab), "Vendor Contact Info", "Location", "Dates and Dollars", and "Validation". A user greeting "Hello Robinson, Sebrina" is visible, along with a "Logout" link and a "Print" button. The main content area displays the date and time: "Wednesday, June sixth, 2007 10:33:18 AM (Eastern daylight time)". Below this, there are instructions about required and optional fields, and a note about help screens. The "Vendor Status" section contains three buttons: "Welcome", "Back", and "Save". It also displays a message: "Base Award ID Missing Award ID!!!". Underneath, there are two sections: "Governmental Status" and "Profit Status". The "Governmental Status" section has two radio button options: "Government Organization" and "Non-Government Organization". The "Profit Status" section has two radio button options: "For-Profit Organization" and "Nonprofit Organization". The "Vendor Origin" section has two radio button options: "Non-US Organization/Individual" and "US Organization/Individual". A black arrow points to the "Government Organization" radio button. The bottom of the screen shows the Windows taskbar with the Start button and several open applications, including "Inbox - Microsoft O...", "Vendor Status ...", and "EPICS USER GUI...". The system clock shows "10:33 AM".

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:1251937259401272::NO> Go Links >>

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Dates and Dollars Validation

You are using ePICS v1.0.9b and is Wednesday, June sixth, 2007 10:33:18 AM (Eastern daylight time)
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☐ Government Organization
☐ Non-Government Organization

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Start | Inbox - Microsoft O... | Vendor Status ... | EPICS USER GUI... | EPICS USER GUI... | Local intranet | 10:33 AM

Make the appropriate selections regarding the Vendor.

The screen will change when you make your selection for **Governmental Status**. Based on which selection you make (Government Organization or Non-Government Organization), the system will provide you with additional options. (See below)

Government Organization

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:1251937259401272::NO::P6_EG_CD:GO Go Links >>

Hello Robinson, Sebrina
[Logout](#) [Print](#)

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Dates and Dollars Validation

You are using ePICS v1.0.9b and is Wednesday, June sixth, 2007 10:33:51 AM (Eastern daylight time)
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☒ Government Organization
☐ Non-Government Organization

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Government Type

☐ Public International Organization
☐ Non-US Governmental Organization
☐ US Federal Government
☐ US State Government
☐ US County Government
☐ US City/Township
☐ US Special District
☐ US Independent School District
☐ US State Controlled Institution of Higher Education
☐ US-Located Tribal Government
☐ Other US Government Organization

Done Local intranet

Start | Inbox - Microsoft ... | Vendor Status... | EPICS USER GUI... | EPICS USER GUI... | 10:33 AM

Non-Government Organization

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:1251937259401272::NO::P6_EG_CD:NGO Go Links >>

Hello Robinson, Sebrina
[Logout](#) [Print](#)

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Dates and Dollars Validation

You are using ePICS v1.0.9b and is Wednesday, June sixth, 2007 10:34.11 AM (Eastern daylight time)
Required fields.* **Optional fields.**
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☐ Government Organization
☒ Non-Government Organization

Business Size Selection *

☐ Small Business
☐ Other than Small Business
☐ Foreign Business

Other Status

☐ Higher Educational Institution (University Level)
☐ Other Educational Institution
☐ Individual
☐ Hospital
☐ Not Applicable

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Done

Start | Inbox - Microsoft ... | Vendor Status... | EPICS USER GUI... | EPICS USER GUI... | Local intranet | 10:34 AM

VENDOR CONTACT INFORMATION TAB

Vendor Contact Info - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:7:1251937259401272::NO> Go Links

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info Vendor Status **Vendor Contact Info** Location Dates and Dollars Validation

You are using ePICS v1.0.9b and is Wednesday, June sixth, 2007 10:34:38 AM (Eastern daylight time)
Required fields. * Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Contact Info

Welcome Back Save

Base Award ID
Missing Award ID!!!

Vendor Name from Contract *

Email Address

0 of 80

Vendor Doing Business As Name

Phone Number

0 of 60

Fax Number

DUNS Number *

Address Line 1 *

Address Line 2

Address Line 3

Zip Code *

City *

State *

Country Code *

Done

Start | Inbox - Microsoft... | Vendor Conta... | EPICS USER GUI... | EPICS USER GUI... | Local intranet | 10:34 AM

Vendor Name from Contract –

Enter the Vendor Name as it appears on the contract, and all other Vendor information. Look-up buttons are available for some fields.

DUNS Number –

All vendors doing business with the Federal Government must have a DUNS number. However, in addition to “vendor DUNS numbers” there are also Generic DUNS numbers that can be used under “specific” circumstances. At USAID, these numbers are to be used primarily for PSCs. Please ensure that you do not abuse “Generic DUNS number” usage and only use them in the instances specified. Please refer to AAPD 07-02.

- **123456787 all individuals under US PSCs, FSN PSCs, TCN PSCs or Purchase Orders** will use a generic DUNS and are not required to register with CCR. The Agency has been granted permission temporarily to use a “general” DUNS number for reporting these entities. When issuing an award to an individual please enter/use this number for systems data entry.
- **79-023-8638 Domestic Contractor (Undisclosed)**
Used to report procurement actions awarded to vendors located in the United States for

classified programs (where the action itself is classified) or other programs where identifying the vendor could cause harm to the mission or the vendor.

- **79-023-8851 Foreign Contractor (Undisclosed)**

Used to report procurement actions awarded to vendors located outside the United States for classified programs (where the action itself is classified) or other programs where identifying the vendor could cause harm to the mission or the vendor.

LOCATION TAB

Place of Manufacture –

This field is used primarily to satisfy inquiries pertaining to the Buy America Act.

- 1) **US** = Product is manufactured in the U.S. or at least 50% of the cost of components are manufactured in the U.S. or qualifying countries;
- 2) **Foreign** = Manufactured outside of the U.S. or if manufactured in the U.S. at least 50% is manufactured outside of the U.S.;
- 3) **Not Applicable** = Use if Place of Manufacture does not apply such as Services or Construction.

Country of Origin –

Enter **US** if the product being procured is a domestic end product. If the product is not a domestic end product, enter the **FIPS 10 Country Code** or use the search button on the screen to find the appropriate country Code. This field provides information to support the Buy American Act, Trade Agreement Act, and Small Business Act.

Authorized GEO Code-

See ADS 310.1a, Source Origin Nationality. This section sets forth the sources for procurement, which are normally authorized for USAID-financed transactions. Each USAID obligating document shall specify a USAID Geographic Code that defines the eligible source for foreign exchange procurement.

DATES AND DOLLARS TAB

The screenshot shows a web browser window titled "Dates And Dollars - Microsoft Internet Explorer provided by USAID". The address bar shows a URL from the USAID system. The page has a navigation bar with tabs: AWARD Information, Agency Info, Vendor Status, Vendor Contact Info, Location, Dates and Dollars (selected), and Validation. The main content area displays a form titled "Dates and Dollars" with buttons for "Welcome", "Back", and "Save and Validate". The form includes a "Base Award ID" field and a "Missing Award ID!!!" message. Below this, there are several input fields with labels: "Date Signed *" (with a calendar icon), "Obligation Amount *" (with a currency icon), "Effective Date *" (with a calendar icon), "Non-Federal Funding Amount" (with a currency icon), "Current Completion Date *" (with a calendar icon), and "Total Estimated Cost (TEC) *" (with a currency icon). The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 10:37 AM on Wednesday, June 6, 2007.

Date Signed-

The date the Contracting/Agreement Officer signed the award.

Obligation Amount-

Amount obligated by this transaction.

Effective Date –

The starting date for the award's requirements.

Non-Federal Funding Amount –

Funding from Non-federal resources that will be used in the award (i.e. contributions).

Current Completion Date –

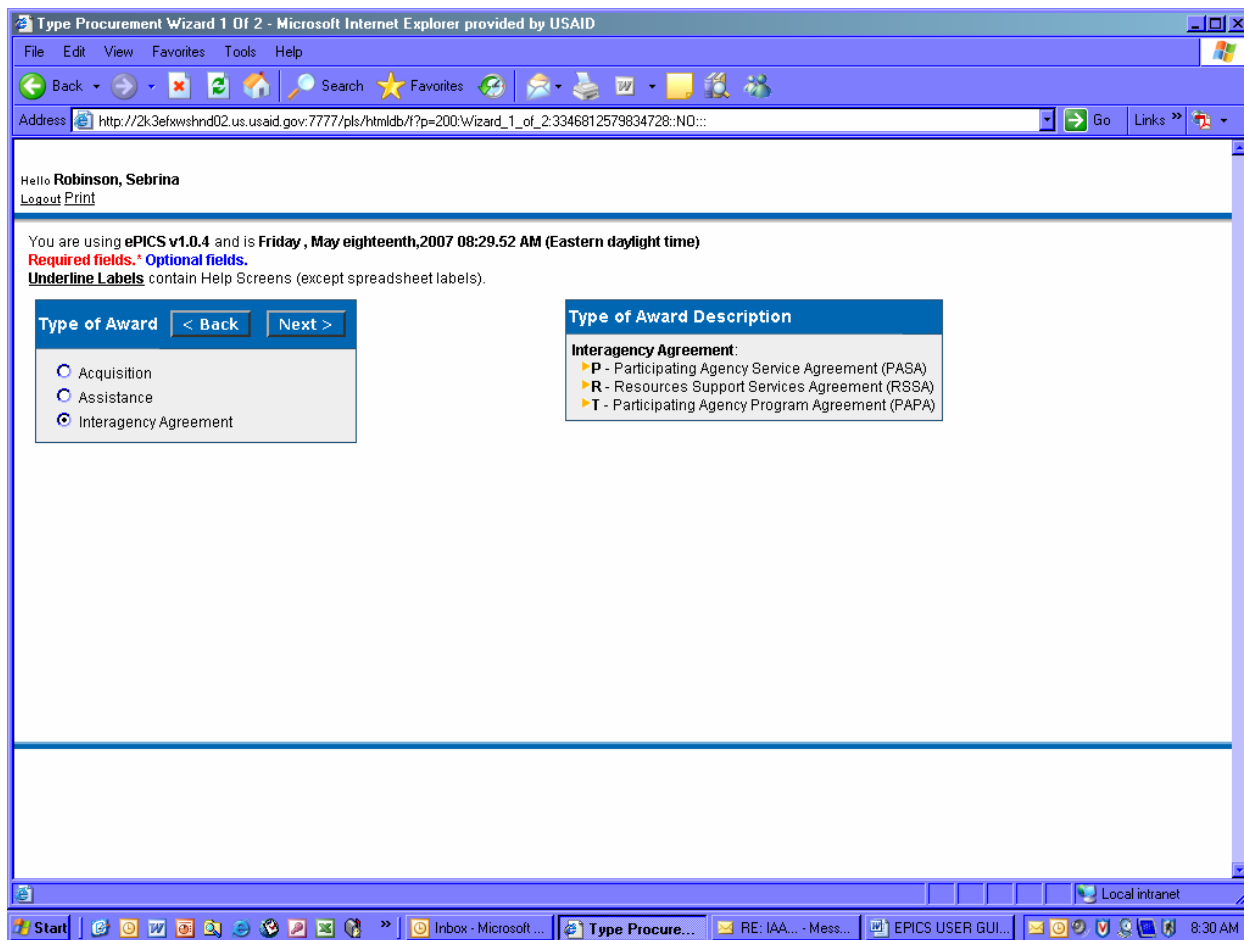
For the base award, report the completion date of the base award plus any options that have been exercised at the time of award. For modifications, report the revised scheduled completion date.

Total Estimated Cost (TEC) –

Enter the TEC for the entire award

NOTE: Once you have entered all data, you will click **“Save and Validate”**. The system will validate the data that you have entered and present any errors that have been found. (See section on VALIDATING AN ACTION)

C. INTERAGENCY AGREEMENT



Type Procurement Wizard 1 Of 2 - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:Wizard_1_of_2:3346812579834728::NO:: Go Links »

Hello **Robinson, Sebrina**
[Logout](#) [Print](#)

You are using **ePICS v1.0.4** and is **Friday, May eighteenth, 2007 08:29.52 AM (Eastern daylight time)**
Required fields. **Optional fields.**
Underline Labels contain Help Screens (except spreadsheet labels).

Type of Award < Back Next >

☐ Acquisition
☐ Assistance
☒ Interagency Agreement

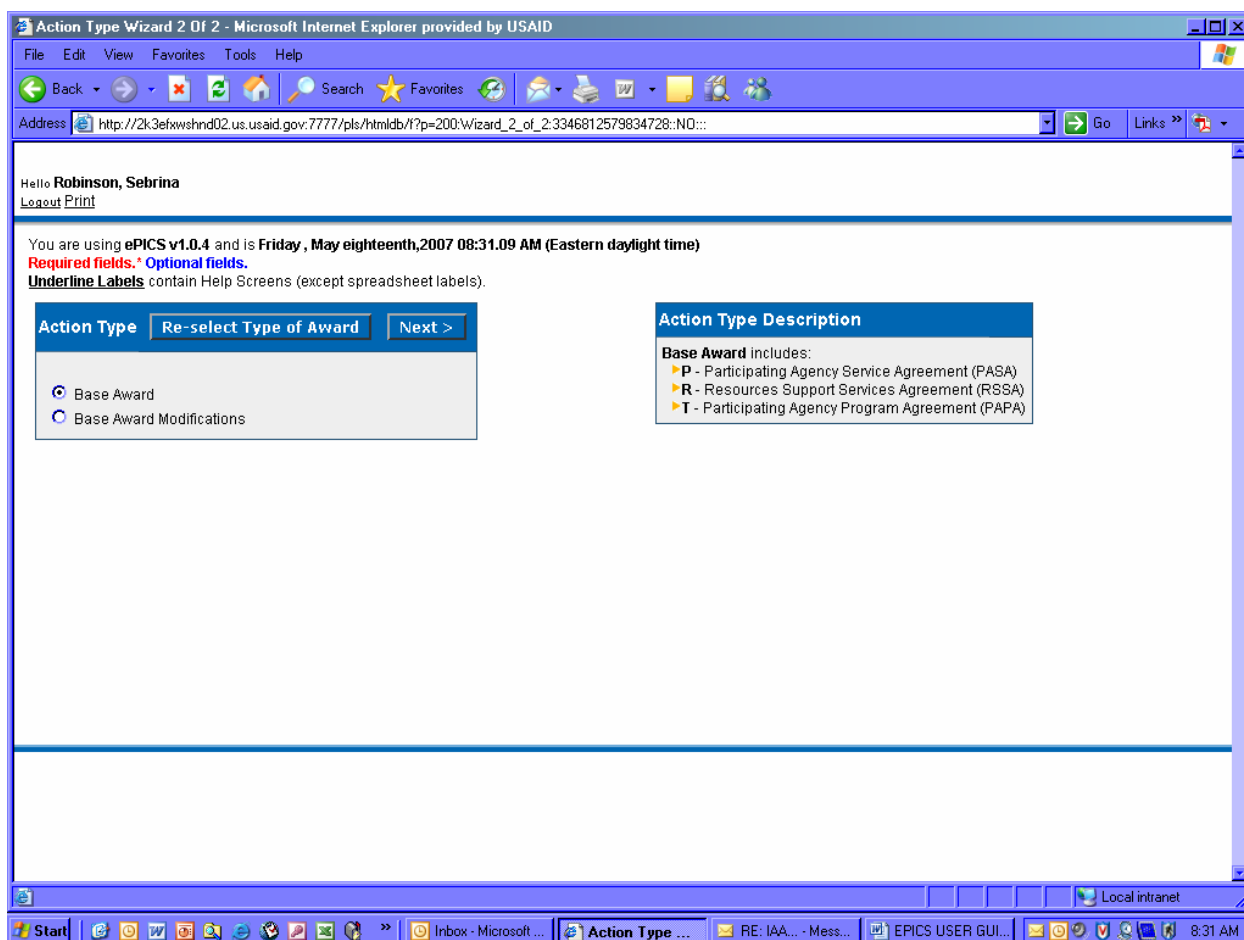
Type of Award Description

Interagency Agreement:

- ▶ **P** - Participating Agency Service Agreement (PASA)
- ▶ **R** - Resources Support Services Agreement (RSSA)
- ▶ **T** - Participating Agency Program Agreement (PAPA)

Start | Local intranet | 8:30 AM

Select “Interagency Agreement” as the type of award and click, “Next”.



Select the “Action Type” and then select ‘Next’.

Note: The type of award that you select will dictate which screens appear through out the process. If you would like to go back, click “Re-select Type of Award”.

AWARD INFORMATION TAB

AWARD Information - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:AWARD_INFORMATION:1110980519158236::NO:: Go Links »

Hello **Robinson, Sebrina**
Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Dates and Dollars Validation

You are using ePICS v1.0.9a and is Friday, June first, 2007 10:03:51 AM (Eastern daylight time)
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

AWARD Information

Welcome Delete Save

Base Award ID *

Action's State
Own by user

Phoenix Document Type
Not selected yet

Phoenix Obligation Document Number

Was this competed?*
☒ YES
☐ NO

Interagency Agreement Instrument Type *
☐ P - Participating Agency Service Agreement (PASA)
☐ R - Resources Support Services Agreement (RSSA)
☐ T - Participating Agency Program Agreement (PAPA)

Description of Requirement*

0 or 4000

Request/MAARD Number

Done Local intranet

Start | Inbox - Microsoft O... | AWARD Inform... | RE: Remaining act... | EPICS USER GUI... | 10:03 AM

Base Award No. –

Enter the Award Number.

Phoenix Document Type-

The Doc Types are codes from Phoenix. Although not required, using this field will make searching for the award number in Phoenix easier. ***Note:** You must make the correct Doc Type choice in order for Phoenix to find the correct document.

- For USAID/Washington, select codes: 1) Interfaced Acquisitions Delivery Order or 2) Interfaced Acquisitions Purchase Order
- For Missions, select codes: 1) Uni Obligation; 2) Unilateral Obligation Contracts; or 3) Upward Adjustment

Phoenix Obligation Document Number-

This is the Document number in Phoenix. In Missions, it may be necessary for you to consult with the controller.

Interagency Agreement Instrument Type –

This field is based on the Interagency Instrument type. For instance, for a Participating Agency Program Agreement, select PAPA.

Description of Requirement –

Enter a brief description of your award. For instance “USDA shall initiate activities in SE Asia to minimize the transmission of Avian Fluena.” Minimum of 20 characters and maximum of 4000 characters may be entered in this field.

Request /Maard Number-

Missions Only.

AGENCY INFORMATION TAB

The screenshot shows a web browser window titled "Agency Info - Microsoft Internet Explorer provided by USAID". The address bar shows a URL from usaid.gov. The page displays a user greeting for Robinson, Sebrina, and a navigation menu with tabs: AWARD Information, Agency Info (selected), Vendor Status, Vendor Contact Info, Location, Dates and Dollars, and Validation. The main content area is titled "ePICS v1.0.1" and includes instructions about required and optional fields. The "Agency Info" form contains several input fields and buttons:

- Welcome** (button), **Back** (button), **Save** (button)
- Base Award ID** (text field)
- Missing Award ID!!!** (text field)
- Negotiator Email*** (text field) with a small "look-up" button next to it. An arrow points to this button.
- Requestor Email*** (text field)
- Assistance Contracting Officer Email*** (text field)
- Cognizant Technical Officer Email*** (text field)
- Areas of Interest** (dropdown menu showing "Not selected yet")
- Negotiator's Organization and Name** (text field)
- Requestor's Organization and Name** (text field)
- Assistance/Contracting Officer's Organization and Name** (text field)
- Cognizant Technical Officer's Organization and Name** (text field)

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 1:56 PM on a local intranet.

Negotiator Email –

Enter the Negotiator’s email address or click on the small “look-up” button next to the field. The “look-up” window will access the directory of “All” the users connected to our intranet. Once you have chosen the person’s name from the list, it will be populated in the appropriate fields.

Requestor Email –

Enter the Requestor’s email address. (See additional comments under Negotiator Email.)

Assistance/Contracting Officer Email-

Enter the Assistance or Contracting Officer's email address. (See additional comments under Negotiator Email.)

Cognizant Technical Officer Email – Enter the Cognizant Technical Officer's email address. (See additional comments under Negotiator Email.)

Area of Interest – Select the area that best describes the purpose of the award. This field is used to assist with reporting.

Agency Info - Microsoft Internet Explorer provided by USAID

Address: http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:5:2090093671449231::NO

Hello Robinson, Logout Print

ePICS v1.0.1
Required fields. * Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Active Directory Users

Domain: USUSAID UserPrincipalName: Name: Mail: Office: Department:

row(s) 1 - 12 of more than 1000

Domain	User Principal Name	Name	Mail	Office	Department
USUSAID	jpoe@us.usaid.gov	Poe, Jean	jpoe@usaid.gov	USAID/AFR/WA	-
USUSAID	sellis@usaid.gov	Ellis, Shena	sellis@usaid.gov	USAID/MHR/CSP/RS	-
USUSAID	pdoherly@us.usaid.gov	Doherty, Patrick	pdoherly@usaid.gov	USAID/M/OA/CAS	-
USUSAID	rgauthier@us.usaid.gov	Gauthier, Ramses	rgauthier@usaid.gov	USAID/AFR/DP	AFR
USUSAID	rseynkoff@us.usaid.gov	Senyoff, Ronald	rseynkoff@usaid.gov	USAID/EGAT/AG	-
USUSAID	lmcmanus@us.usaid.gov	McManus, Latina	lmcmanus@usaid.gov	USAID/M/IRM/TSI:SOTEC	-
USUSAID	kruckstuhl@us.usaid.gov	Ruckstuhl, Kristen	kruckstuhl@usaid.gov	USAID/GH/OHA/SPER	GH
USUSAID	aa-m@usaid.gov	AA/M Communications,	AA/M@usaid.gov	USAID	M.AA (M)
USUSAID	aafleck@us.usaid.gov	Afleck, Aldona	Aafleck@usaid.gov	USAID/E&E/DGST	-
USUSAID	aahmed@us.usaid.gov	Ahmed, Abdallah	Aahmed@usaid.gov	USAID/M/CFO/CMP	-
USUSAID	aahmed-Noor@us.usaid.gov	Ahmed-Noor, Ayan	aahmed-Noor@usaid.gov	USAID/GH/HIDN/MCH	-
USUSAID	aakins@us.usaid.gov	Akins, Anthony	aakins@usaid.gov	USAID/M/IRM/TSI/SRA	-

javascript:ePicsPopupEmail('P5_EA_NEGOTIATOR_');

Start | Inbox - Microsoft ... | Agency Info - Micr... | EPICS USER GUI... | POPUP Conta... | Local intranet | 11:21 AM

This screen appears when you click the “Look-up” button next to the Negotiator, Requestor, Assistance/Contracting Officer, or Cognizant Technical Officer fields.

You can search by Principal Name, Name, Email, Office, or Department. If you are unsure of spelling, etc., you may also include the wild card (%) in any of the fields. Once you have found the name, click on the ‘paperclip’ next to the person's name and the information will be populated in the appropriate fields.

Names can be sorted by user simply by clicking on the header of the “Name” column.

VENDOR STATUS TAB

The screenshot shows a web browser window titled "Vendor Status - Microsoft Internet Explorer provided by USAID". The address bar displays a URL from usaid.gov. The page header includes a greeting "Hello Robinson, Sebrina" and a navigation menu with tabs: "AWARD Information", "Agency Info", "Vendor Status" (which is highlighted), "Vendor Contact Info", "Location", "Dates and Dollars", and "Validation".

Below the navigation menu, the text "ePICS v1.0.1" is displayed, followed by instructions: "Required fields.* Optional fields." and "Underline Labels contain Help Screens (except spreadsheet labels)." There are "Logout" and "Print" links.

The main content area is titled "Vendor Status" and contains a "Welcome" message with "Back" and "Save" buttons. Below this, there are three sections of radio button options:

- Base Award ID**
Missing Award ID!!!
Governmental Status
 - ☐ Government Organization
 - ☐ Non-Government Organization
- Profit Status***
 - ☐ For-Profit Organization
 - ☐ Nonprofit Organization
- Vendor Origin***
 - ☐ Non-US Organization/Individual
 - ☒ US Organization/Individual

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 1:34 PM.

Make the appropriate selections regarding the Vendor.

The screen will change when you make your selection for **Governmental Status**. Based on which selection you make (Government Organization or Non-Government Organization), the system will provide you with additional options. (See below)

Government Organization

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:2090093671449231::NO::P6_EG_CD:GO Go Links

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☒ Government Organization
☐ Non-Government Organization

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Government Type

☐ Public International Organization
☐ Non-US Governmental Organization
☐ US Federal Government
☐ US State Government
☐ US County Government
☐ US City/Township
☐ US Special District
☐ US Independent School District
☐ US State Controlled Institution of Higher Education
☐ US-Located Tribal Government
☐ Other US Government Organization

Start | Local intranet | 10:51 AM

Inbox - Microsoft Outlook | Vendor Status - Micr... | EPICS USER GUIDE.doc...

Non-Government Organization

Vendor Status - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:6:2090093671449231::NO::P6_EG_CD:NGO Go Links »

Hello **Robinson, Sebrina** Logout Print

AWARD Information Agency Info **Vendor Status** Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Status

Welcome Back Save

Base Award ID
Missing Award ID!!!

Governmental Status

☐ Government Organization
☒ Non-Government Organization

Business Size Selection *

☐ Small Business
☐ Other than Small Business
☐ Foreign Business

Other Status

☐ Higher Educational Institution (University Level)
☐ Other Educational Institution
☐ Individual
☐ Hospital
☐ Not Applicable

Profit Status*

☐ For-Profit Organization
☐ Nonprofit Organization

Vendor Origin*

☐ Non-US Organization/Individual
☒ US Organization/Individual

Done

Start | Inbox - Microsoft Outlook | Vendor Status - Micr... | EPICS USER GUIDE.doc... | Local intranet | 10:51 AM

VENDOR CONTACT INFORMATION TAB

Vendor Contact Info - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:7:3346812579834728::NO> Go Links

Hello Robinson, Sebrina Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info Dates and Dollars Validation

You are using ePICS v1.0.4 and is Friday, May eighteenth, 2007 08:44:37 AM (Eastern daylight time)

Required fields.* Optional fields.

Underline Labels contain Help Screens (except spreadsheet labels).

Vendor Contact Info

Welcome Back Save

Base Award ID
Missing Award ID!!!

Vendor Name from Contract *

Email Address

Vendor Doing Business As Name

Phone Number

Fax Number

DUNS Number *

Address Line 1 *

Address Line 2

Address Line 3

Zip Code *

City *

State *

Country Code *

Vendor Name from Contract –

Enter the Vendor Name as it appears on the contract, and all other Vendor information. Look-up buttons are available for some fields.

DUNS Number –

All vendors doing business with the Federal Government must have a DUNS number. However, in addition to “vendor DUNS numbers” there are also Generic DUNS numbers that can be used under “specific” circumstances. At USAID, these numbers are to be used primarily for PSCs. Please ensure that you do not abuse “Generic DUNS number” usage and only use them in the instances specified. Please refer to AAPD 07-02.

- **123456787 all individuals under US PSCs, FSN PSCs, TCN PSCs or Purchase Orders** will use a generic DUNS and are not required to register with CCR. The Agency has been granted permission temporarily to use a “general” DUNS number for reporting these entities. When issuing an award to an individual please enter/use this number for systems data entry.
- **79-023-8638 Domestic Contractor (Undisclosed)**
Used to report procurement actions awarded to vendors located in the United States for classified programs (where the action itself is classified) or other programs where identifying

the vendor could cause harm to the mission or the vendor.

- **79-023-8851 Foreign Contractor (Undisclosed)**

Used to report procurement actions awarded to vendors located outside the United States for classified programs (where the action itself is classified) or other programs where identifying the vendor could cause harm to the mission or the vendor.

LOCATION TAB

The screenshot shows a web browser window titled "Location - Microsoft Internet Explorer provided by USAID". The address bar displays a URL from the USAID system. The page header includes a greeting "Hello Robinson, Sebrina" and a "Logout Print" link. A navigation bar contains tabs for "AWARD Information", "Agency Info", "Vendor Status", "Vendor Contact Info", "Location" (which is active), "Dates and Dollars", and "Validation". The main content area shows the user is using ePICS v1.0.9b on Wednesday, June sixth, 2007 at 10:34:57 AM. It lists "Required fields" and "Optional fields", and notes that "Underline Labels" contain Help Screens. The "Location" section has a "Welcome" button and "Back" and "Save" buttons. Below this, it shows "Base Award ID" with a "Missing Award ID!!!" error. There are three input fields: "Place of Performance (Country) *" with a dropdown arrow, "Place of Performance (Zip Code) *" with a dropdown arrow, and "Authorized GEO Code *" with a dropdown arrow. The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft...", "Location - Mic...", and "EPICS USER GUI...", and the system clock showing 10:35 AM on 6/6/2007.

Place of Manufacture –

This field is used primarily to satisfy inquiries pertaining to the Buy America Act.

- 1) **US** = Product is manufactured in the U.S. or at least 50% of the cost of components are manufactured in the U.S. or qualifying countries;
- 2) **Foreign** = Manufactured outside of the U.S. or if manufactured in the U.S. at least 50% is manufactured outside of the U.S.;
- 3) **Not Applicable** = Use if Place of Manufacture does not apply such as Services or Construction.

Country of Origin –

Enter **US** if the product being procured is a domestic end product. If the product is not a domestic end product, enter the **FIPS 10 Country Code** or use the search button on the screen to find the appropriate country Code. This field provides information to support the Buy American Act, Trade Agreement Act, and Small Business Act.

Authorized GEO Code-

See ADS 310.1a, Source Origin Nationality. This section sets forth the sources for procurement, which are normally authorized for USAID-financed transactions. Each USAID obligating document shall specify a USAID Geographic Code that defines the eligible source for foreign exchange procurement.

DATES AND DOLLARS TAB

The screenshot shows a web browser window titled "Dates And Dollars - Microsoft Internet Explorer provided by USAID". The address bar shows a URL from the USAID.gov system. The page has a navigation bar with tabs: AWARD Information, Agency Info, Vendor Status, Vendor Contact Info, Location, Dates and Dollars (selected), and Validation. The main content area displays a form titled "Dates and Dollars" with buttons for "Welcome", "Back", and "Save and Validate". The form includes a "Base Award ID" field and a "Missing Award ID!!!" message. Below this are several input fields with labels: "Date Signed *" (with a calendar icon), "Obligation Amount *" (with a currency icon), "Effective Date *" (with a calendar icon), "Non-Federal Funding Amount" (with a currency icon), "Current Completion Date *" (with a calendar icon), and "Total Estimated Cost (TEC) *" (with a currency icon). The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 10:37 AM on Wednesday, June 6, 2007.

Date Signed-

The date the Contracting/Agreement Officer signed the award.

Obligation Amount-

Amount obligated by this transaction.

Effective Date –

The starting date for the award's requirements.

Non-Federal Funding Amount –

Funding from Non-federal resources that will be used in the award (i.e. contributions).

Current Completion Date –

For the base award, report the completion date of the base award plus any options that have been exercised at the time of award. For modifications, report the revised scheduled completion date.

Total Estimated Cost (TEC) –

Enter the TEC for the entire award

NOTE: Once you have entered all data, you will click **“Save and Validate”**. The system will validate the data that you have entered and present any errors that have been found. (See section on VALIDATING AN ACTION)

IV. VALIDATING AN ACTION

This screen appears when you click on the Validation tab, the last tab at the top of the screen.

Validation - Microsoft Internet Explorer provided by USAID

Hello Robinson, Sebrina
Logout Print

AWARD Information Agency Info Vendor Status Vendor Contact Info Location Set Aside Competition Acquisition Only Contract Info IDV Only Dates and Dollars

ePICS v1.0.1
Required fields. * Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Validation

Welcome AWARD Information

IDV / IDV Orders ID
RAN-I-00-04-12345-00

1 - 35

Jump to screen	Severity	REC ID = 1515 AWARD ID = RAN-I-00-04-12345-00	Screen ID
	ERROR	Performance-Based Service Acquisition is a required field.	ACQUISITION_ONLY
	ERROR	Negotiator is a required field.	AGENCY_INFO
	WARNING	Please select the Area of Interest that best describes the purpose of the award.	AGENCY_INFO
	ERROR	Cognizant Technical Officer is a required field.	AGENCY_INFO
	ERROR	Assistance/Contracting Officer is a required field.	AGENCY_INFO
	ERROR	Requestor is a required field.	AGENCY_INFO
	WARNING	Phoenix Document is null.	AWARD_INFORMATION
	ERROR	AWARD ID is duplicated.	AWARD_INFORMATION
	ERROR	Description of Requirement is a required field and must be at least 25 characters long.	AWARD_INFORMATION
	ERROR	Number of Offers is a required field and/or must be numeric.	COMPETITION
	ERROR	Extent Competed is a required field.	COMPETITION
	ERROR	Solicitation Procedures is a required field.	COMPETITION
	ERROR	NAICS Code is a required field.	CONTRACT_INFO

Start | Inbox - Microsoft Outlook | Validation - Microsoft... | EPICS USER GUIDE.doc... | 11:35 AM

When you click on the symbol in the first column you will be taken to the screen where the error is located.

VALIDATION COMPLETED- No Errors Found

ERRORS -are hard-stops and will not allow the data to be transmitted to FPDS-NG. Corrections must be made before the data will be transmitted. A listing of the error(s) are displayed on the last tab, with links to the screen that contains the error.

WARNINGS- are not hard-stops. The system will return a status of “VALIDATE w/Warnings”, and proceed with reporting the action to FPDS-NG.

V. SEARCHING FOR AN ACTION

Welcome Action(S) - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://epics.us.usaid.gov:7777/pls/htmldb/f?p=777:WELCOME:1406832216933822> Go Links

Hello Robinson, Sebrina
[Logout](#) [Print](#)

Welcome! Authorization Access

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

Create New Actions Search

Display Option: List draft action(s)

Select Modified date from: JAN-01-2007 to: APR-06-2007 and AWARD ID is: ANY

and Validation status is: ANY and Process state is: ANY and Type of Award is: ANY

and Modified by is: % and Created by is: %

1 - 1

Edit Action	Validation status	Type of Award	AWARD ID	Obligation Amount	Created by	Process state
	New	Acquisition	DFD-C-00-07-00006-00		USUSAIDISTTASHJIAN	Own by user

Done

Start | Inbox - Microsoft ... | Mt. Sinai Found - ... | EPICS USER GUI... | Welcome Acti... | 11:12 AM

From the Welcome/Opening page you can search for actions previously entered in several ways.

You can search by:

- Date Range
- Award ID
- Validation Status (Records that have Errors, Warnings, etc.)
- Process State (Records reported/not reported to FPDS-NG)
- Type of Award
- Modified By (Name of person who last modified the record)
- Created By (Name of person that originally entered the record)

The “%” is a wild card and can be used in the fields to broaden the search and assist when all information is not known.

VI. SYSTEM ADMINISTRATION

From the home page, click the “Authorization Access” tab next to the Welcome tab (top right corner of the screen). * If you do not have “Authorization Access” tab, then you do not have System Administrator access.

Welcome Action(S) - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:1:2090093671449231::NO> Go Links

Hello Robinson, Sebrina
[Logout](#) [Print](#)

Welcome!! Authorization Access

ePICS v1.0.1
Required fields. * **Optional fields.**
Underline Labels contain Help Screens (except spreadsheet labels).

Create New Actions Search

Display Option: List draft action(s)

Select Modified date from: JAN-01-2007 to: APR-06-2007 and AWARD ID is: ANY

and Validation status is: ANY and Process state is: ANY and Type of Award is: ANY

and Modified by is: % and Created by is: %

1 - 1

Edit Action	Validation status	Type of Award	AWARD ID	Obligation Amount	Created by	Process state
	New	Acquisition	DFD-C-00-07-00006-00		USUSAIDISTTASHJIAN	Own by user

Local intranet

Start | [Icons] | [Inbox - Microsoft ...] | Welcome Acti... | EPICS USER GUI... | EPICS USER GUI... | 12:12 PM

A. Adding A User To The System

Update APPLICATION_AUTHORIZATION - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:215:2090093671449231::NO> Go Links

Hello **Robinson, Sebrina**
[Logout](#) [Print](#)

Welcome!! Authorization Access

ePICS v1.0.1
Required fields.* Optional fields.
Underline Labels contain Help Screens (except spreadsheet labels).

List Authorized Users

Welcome Delete Save Changes Save new row

Domain* Login ID* Use this value to search and search using this attribute

USUSA ANY Name

row(s) 1 - 5 of 12

<input type="checkbox"/>	Name	User_PrincipalName	Telephone_Number	Office	Login_ID	Authorization_Type
<input type="checkbox"/>	Doherty, Patrick	pdoherty@us.usaid.gov	202-712-0909	USAID/M/OAA/CAS	pdoherty	USER
<input type="checkbox"/>	Hupp, Kim	khupp@us.usaid.gov	202-712-4148	USAID/M/OAA/E	khupp	USER
<input type="checkbox"/>	Allen, Vanessa	vallen@us.usaid.gov	202-712-1456	USAID/M/OAA/CAS	vallen	DOMAIN
<input type="checkbox"/>	Elvir, Gabriel	gelvir@us.usaid.gov	202-712-0466	USAID/M/OAA/CAS	gelvir	ENTERPRISE
<input type="checkbox"/>	Britt, Judy	jbritt@us.usaid.gov	202-712-0397	USAID/M/OAA/CAS	jbritt	ENTERPRISE

Export to EXcel

Local intranet

Start | Inbox - Microsoft ... | Update APPLI... | EPICS USER GUI... | EPICS USER GUI... | 12:14 PM

Step 1: From the drop down menu, choose the domain location of the person you are granting access to.

Step 2: Either type in the person's Login ID (usually their first initial and last name). If you are unsure of their login id, click the look-up button next to the Login ID field.

Update APPLICATION_AUTHORIZATION - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:215:923098836621716::NO::&success_msg=1%20row(s)%20deleted.%2FF7144F190A2416F7356E9

Hello Robinson
Logout Print

e_PICS V1.0.0
Required field
Underline label

POPUP Authorized Login ID - Microsoft Internet Explorer provided by USAID

e_PICS V1.0.0 as Mar 30, 2007 10:00 AM
Required fields are shown in this way. Optional fields are shown in this way.
Underline labels mean Help Screen has been provided, except when are spreadsheet's labels

Active Directory Users

List Auth

Cancel

Domain*
USUSAID

row(s) 6

	Domain	Login ID	Name	Mail	Office	Department
<input type="checkbox"/>	USUSAID	jpoe	Poe, Jean	jpoe@usaid.gov	USAID/AFRANA	-
<input type="checkbox"/>	USUSAID	sellis	Ellis, Shena	sellis@usaid.gov	USAID/M/HR/POD/CS	-
<input type="checkbox"/>	USUSAID	pdoherly	Doherty, Patrick	pdoherly@usaid.gov	USAID/M/OAA/CAS	-
<input type="checkbox"/>	USUSAID	rgauthier	Gauthier, Ramses	rgauthier@usaid.gov	USAID/AFR/DP	AFR
<input type="checkbox"/>	USUSAID	rsenykoff	Senykoff, Ronald	rsenykoff@usaid.gov	USAID/EGAT/AG/	-
<input type="checkbox"/>	USUSAID	chardavis	Davis, Charles	chardavis@usaid.gov	USAID/M/IRM/TSI:SOTEC	-
<input type="checkbox"/>	USUSAID	lmcmanus	McManus, Latina	lmcmanus@usaid.gov	USAID/M/IRM/TSI:SOTEC	-
<input type="checkbox"/>	USUSAID	kruckstuhl	Ruckstuhl, Kristen	kruckstuhl@usaid.gov	USAID/GH/OHA/SPER	GH
<input type="checkbox"/>	USUSAID	aa-m	AAVM Communications,	AAVM@usaid.gov	USAID	M.AA (M)
<input type="checkbox"/>	USUSAID	aaflleck	Affleck, Aldona	AAffleck@usaid.gov	USAID/E&E/DGST	-
<input type="checkbox"/>	USUSAID	aahmed	Ahmed, Abdallah	AAhmed@usaid.gov	USAID/M/CFO/CMP	-
<input type="checkbox"/>	USUSAID	aahmed-Noor	Ahmed-Noor, Ayan	aahmed-Noor@usaid.gov	USAID/GH/HIDN/MCH	-

row(s) 1 - 12 of more than 1000

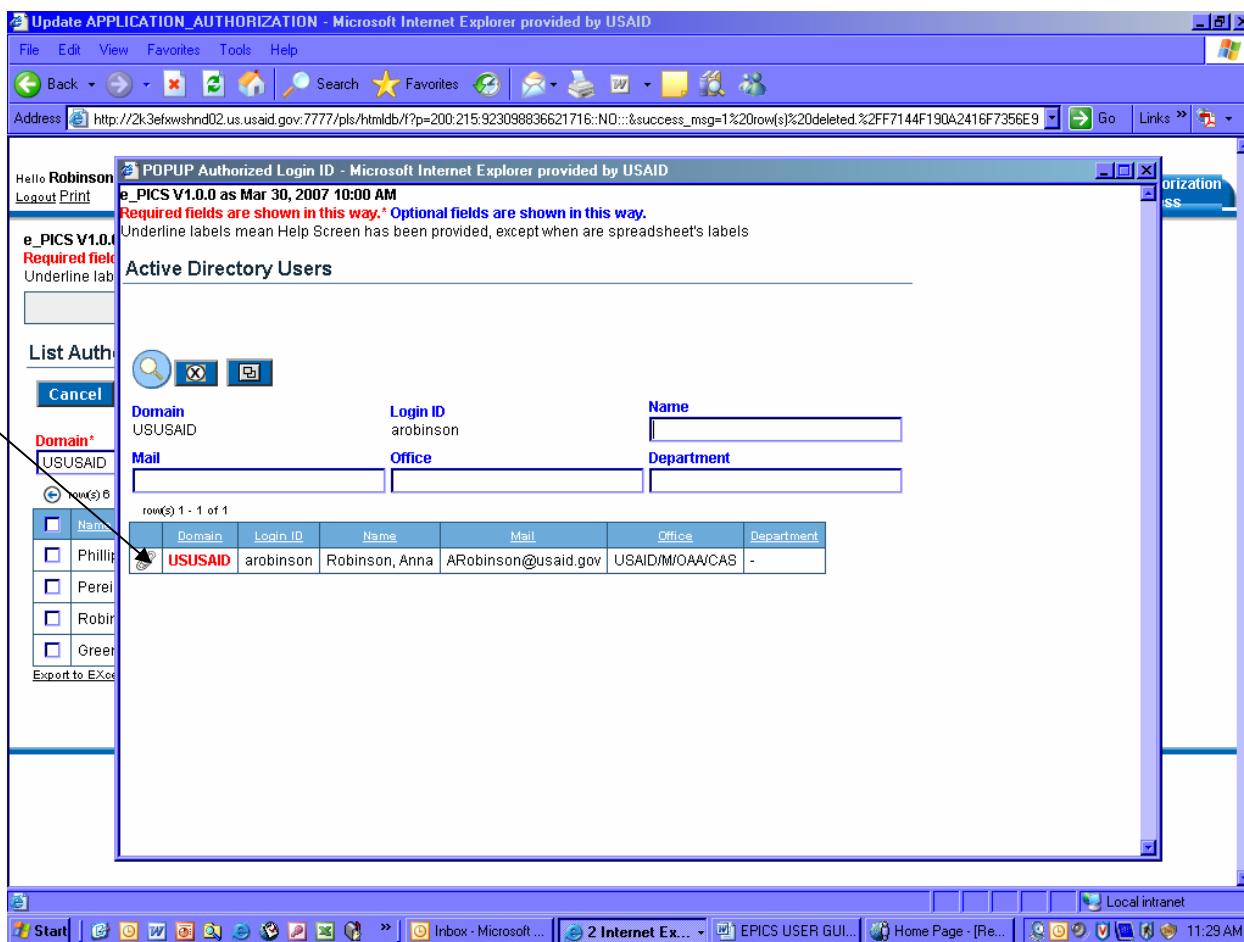
Export to EXCEL

Local intranet

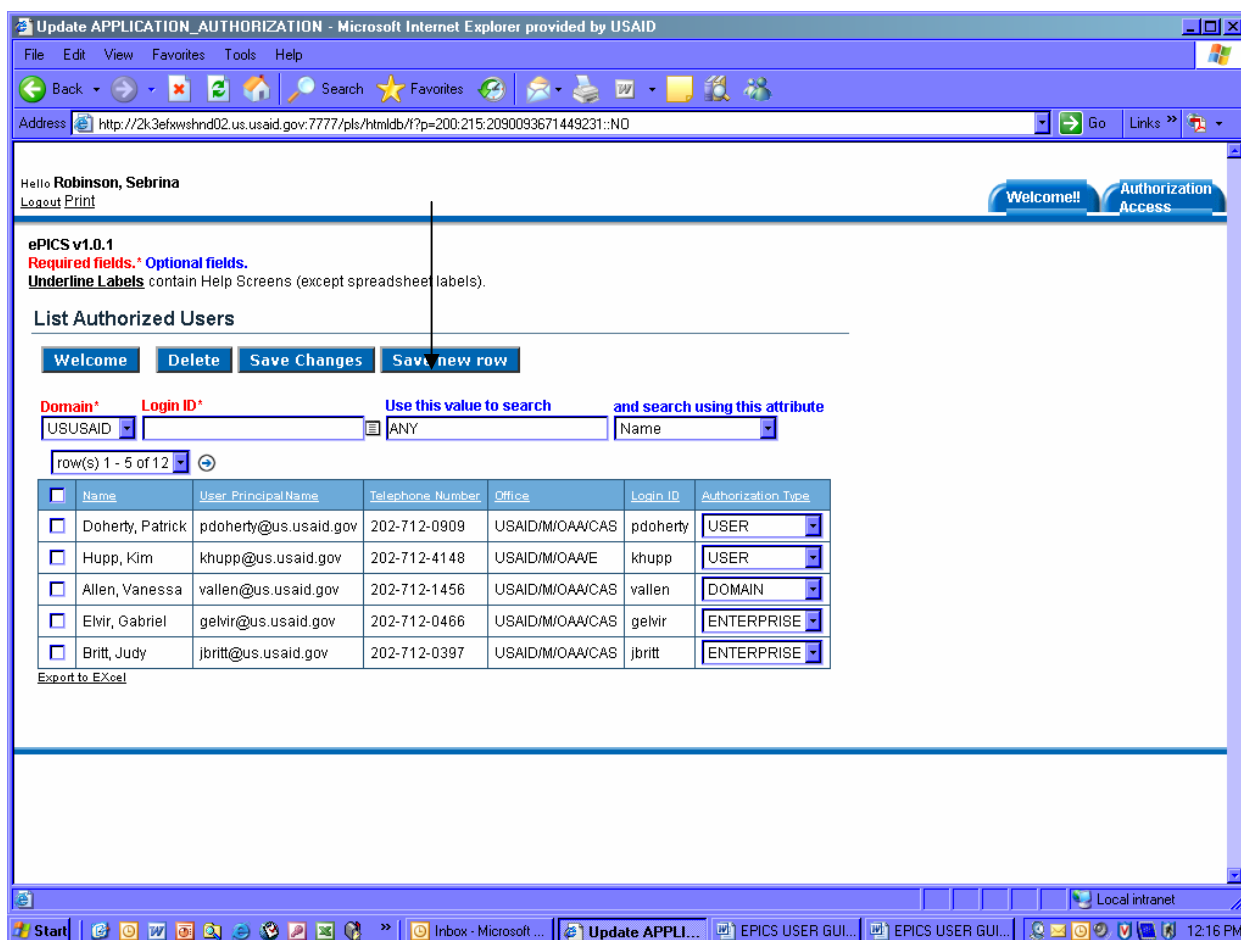
Start | Inbox - Micro... | Update APP... | POPUP A... | EPICS USE... | Home Page ... | 11:20 AM

* If you use the look-up button, the screen above will appear and you will have more search options to help locate the person's name. Use the fields provided to type in known information. You may use the "%" as a wild card for any field. Then click the "search" button (the button that resembles a magnifying glass).

Names can be sorted by user simply by clicking on the header of the "Name" column.



Step 3: Once you locate the person's name in the list, click the paper clip next to their name, and it will populate the person's name in the original screen.



Step 4: The person's name is now in the Login ID field. Click the "Add Row" button, to add the person to the list of people who already have access to the system.

The person's name is now added to the list.

B. Granting Access To A User

Update APPLICATION_AUTHORIZATION - Microsoft Internet Explorer provided by USAID

File Edit View Favorites Tools Help

Address <http://2k3efxwshnd02.us.usaid.gov:7777/pls/htmldb/f?p=200:215:2090093671449231::NO> Go Links

Hello **Robinson, Sebrina**
[Logout](#) [Print](#)

Welcome!! Authorization Access

ePICS v1.0.1
Required fields: * **Optional fields:**
Underline Labels contain Help Screens (except spreadsheet labels).

List Authorized Users

Welcome Delete Save Changes Save new row

Domain* Login ID* Use this value to search and search using this attribute
USUSAID ANY Name

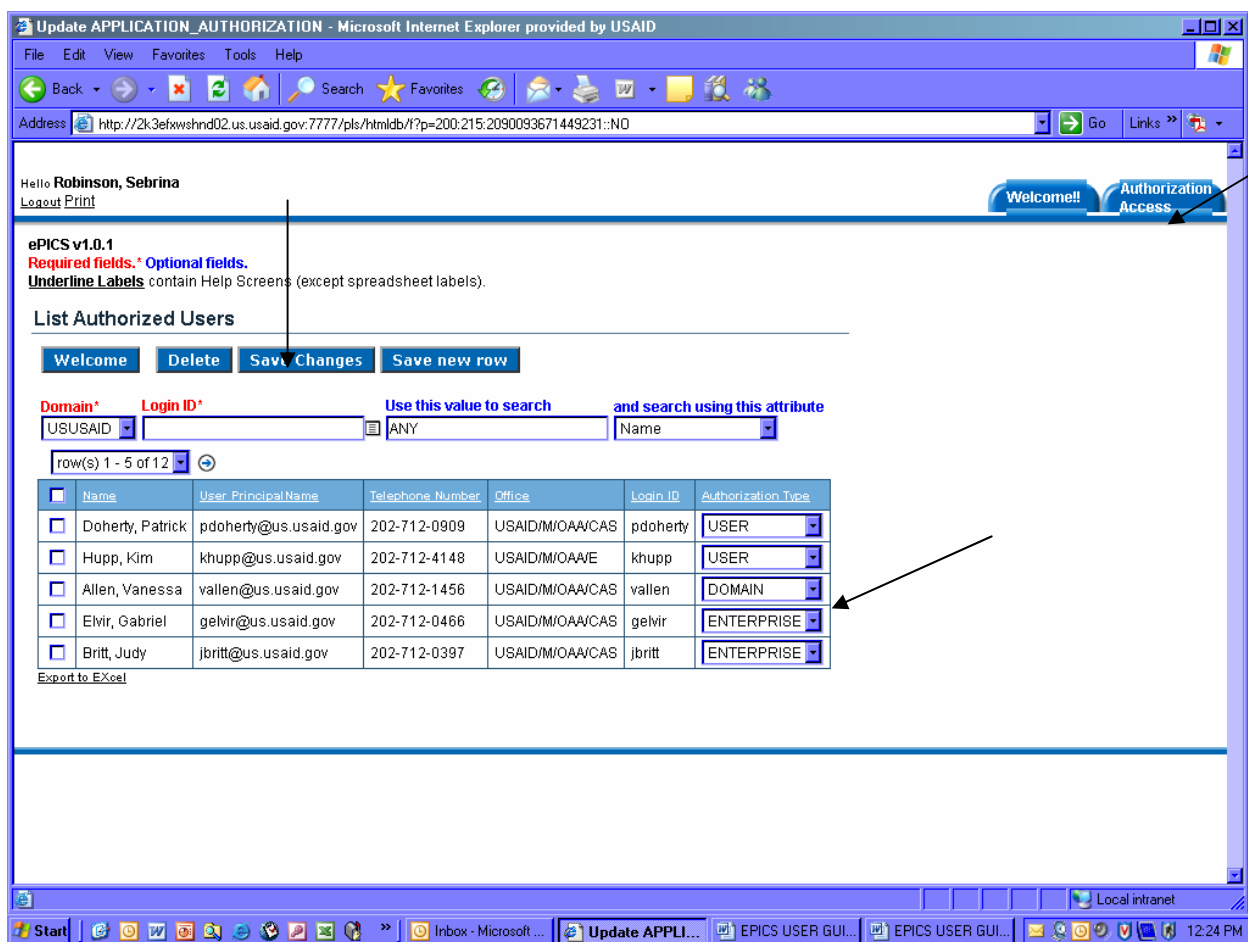
row(s) 1 - 5 of 12

<input type="checkbox"/>	Name	User Principal Name	Telephone Number	Office	Login ID	Authorization Type
<input type="checkbox"/>	Doherty, Patrick	pdoherty@us.usaid.gov	202-712-0909	USAID/M/OAA/CAS	pdoherty	USER
<input type="checkbox"/>	Hupp, Kim	khupp@us.usaid.gov	202-712-4148	USAID/M/OAA/E	khupp	USER
<input type="checkbox"/>	Allen, Vanessa	vallen@us.usaid.gov	202-712-1456	USAID/M/OAA/CAS	vallen	DOMAIN
<input type="checkbox"/>	Elvir, Gabriel	gelvir@us.usaid.gov	202-712-0466	USAID/M/OAA/CAS	gelvir	ENTERPRISE
<input type="checkbox"/>	Britt, Judy	jbritt@us.usaid.gov	202-712-0397	USAID/M/OAA/CAS	jbritt	ENTERPRISE

Export to Excel

There are three authorization levels in EPICS:

- 1. Enterprise** - At the **Enterprise** authorization level, you are able to view all actions within USAID. As a System Administrator at this level, you are able to grant authorization to a user for this level and either of the other levels.
- 2. Domain** - At the **Domain** authorization level, you are able to view all actions for your location (i.e. Washington or Mission location). As a System Administrator at this level, you are able to grant authorization to a user for this level or the Group level.
- 3. Group** - At the **Group** authorization level, you are able to view all action for your group (i.e. GH, DCHA, GRO, etc.). This is the level of authorization that most users will have.

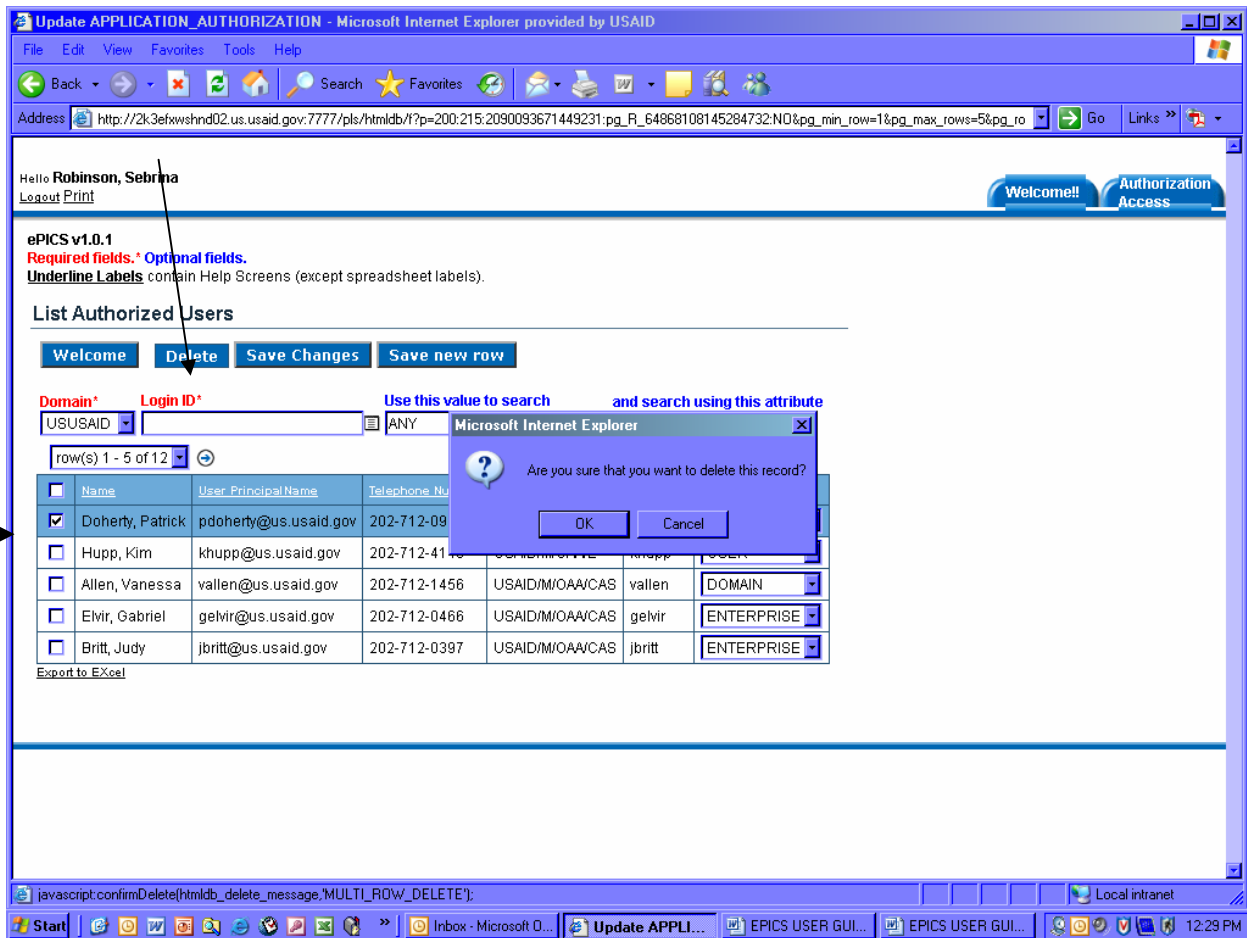


Step 1: Click on the “Authorization Access” tab from the home page.

Step 2: The system automatically defaults to the “User” authorization level. To change this, click on the drop down menu next to the person’s name and choose the appropriate level.

Step 3: Click the “Save Changes” button to save the change.

C. Deleting a User



Step 1: From the home page, click on the “Authorization Access” tab.

Step 2: Check the box next to the user’s name.

Step 3: Click the “Delete” button. The system will ask you to confirm that you would like to delete the user. Click “Yes” or “Cancel”.

VII. INDEX

A. CFDA Table

- **Catalog for Federal Domestic Assistance (CFDA)** –This was established by the Federal Program Information Act (31 U.S.C. 6104) and OMB Circular A-89. It catalogs all federal domestic assistance programs, including programs that finance grants or cooperative agreements to U.S. recipients for activities abroad.

United States Agency for International Development Assistance Programs

<u>PROGRAM TITLE</u>	<u>CFDA #</u>
USAID Foreign Assistance for Programs Overseas	98.001
Cooperative Development Program (CDP)	98.002
Ocean Freight Reimbursement Program (OFR)	98.003
Non-Governmental Organization Strengthening (NGO)	98.004
Institutional Capacity Building (ICB)	98.005
Foreign Assistance to American Schools and Hospitals Abroad (ASHA)	98.006
Food for Peace Development Assistance Program (DAP)	98.007
Food for Peace Emergency Program (EP)	98.008
John Ogonowski Farmer-to-Farmer Program	98.009
Denton Program	98.010
Global Development Alliance	98.011
USAID Development Partnerships for University Cooperation and Development	98.012

B. Product Service Codes Table

- **PRODUCT SERVICE CODES:** Report the four-character code that identifies the research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action. (see attached listing of generally used numbers). A look-up field is also available:
 - **For research and development** – These codes begin with the letter “A”.
 - **For services other than research and development** – These codes begin with any other letter other than “A”.
 - **For supplies and equipment** – Use the numeric codes
 - **For construction** – These codes begin with “Y” or “Z”

AB90	R&D-OTHER SVC & DEVELOP		R499	OTHR PROFESSIONAL SVCS	
B599	OTHER SPECIAL STUDY & ANALYSES		R506	STUDY/DATA - OTHER THAN SCIENTIFIC	
C111	BLDGS & FAC / ADMIN & SVC BLDGS		R599	OTHER SPECIAL STUDY & ANALYSES	
C118	BLDGS & FAC / R&D FACILITIES		R610	PERSONAL PROPERTY MANAGEMENT SVCS	
C119	BLDGS & FAC / OTHER BUILDINGS		R699	OTHER ADMINISTRATIVE SUPPORT SVCS	
D301	ADP FACILITY MANAGEMENT		R701	MGT SVCS/ADVERTISING	
D302	ADP SYSTEMS DEVELOP		R702	MGT SVCS/DATA COLLECTION	
D303	ADP SVCS/DATA ENTRY		R703	ACCOUNTING SERVICES	
D304	ADP SVCS/TELECOMM & TRANSMISSION		R704	MGT SVCS/AUDITING SERVICES	
D305	ADP TELEPROCESSING & TIMESHARE		R706	MGT SVCS/LOGISTICS SUPPORT	
D306	ADP SYSTEM ANALYSIS		R707	MGT SVCS/CONTRACT & PROCUREMENT SUP	
D307	AUTOMATED INFORMATION SYSTEM SVCS		R710	FINANCIAL SERVICES	
D308	ADP PROGRAMMING SVCS		S206	GUARD SVCS	
D309	ADP INF, BROADCAST & DIST SVCS		U099	OTHER ED & TRNG SVCS	
D310	ADP BACKUP & SECURITY SVCS		V002	MOTOR POOL OPERATIONS	
D311	ADP DATA CONVERSION SVCS		Y111	CONSTRUCT/OFFICE BUILDINGS	
D312	ADP OPTICAL SCANNING SVCS		Y199	CONSTRUCT/MISC BLDGS	
D313	COMPUTER AIDED DESGN/MFG SVCS				
D314	ADP ACQUISITION SUP SVCS				
D399	OTHER ADP & TELECOMMUNICATIONS SVCS. (INCL. DATA STORAGE)				
F999	OTHER ENVIR SVC/STUD/SUP				
H199	QUALITY CONT SV/MISC EQ				
H999	MISC TEST & INSPECT SVC				
L069	TECH REP SVCS/TRAINING AIDS-DEVICES				
L070	TECH REP SVCS/ADP EQ & SUPPLIES				
L075	TECH REP SVCS/OFFICE SUPPLIES				
L099	TECH REP SVCS /MISC EQ				
Q999	OTHER MEDICAL SVCS				
R119	BLDGS & FAC / OTHER BUILDINGS				
R219	OTHER ARCHITECTS & ENGIN GEN				
R301	ADP FACILITY MANAGEMENT				
R305	ADP TELEPROCESSING SVCS				
R306	ADP SYSTEM ANALYSIS				
R307	AUTOMATED INFORMATION SYSTEM SVCS				
R399	OTHER ADP SVCS				
R401	PERSONAL CARE SERVICES				
R419	PROF SVCS/EDUCATIONAL SERVICES				
R421	PROF SVCS/TECHNICAL ASSISTANCE				
R497	PERSONAL SERVICES CONTRACTS				
R498	PATENT AND TRADEMARK SERVICES				

C. NAICS Codes Table

- **North American Industry Classification System (NAICS)** Report the 6-digit code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action. The Product or Service Code (PSC) must correlate to the selected NAICS. (see attached listing of generally used numbers). The ‘Look-up’ is available for this field. Construction codes beginning with “23”.

<u>MOST FREQUENTLY USED NAICS CODES</u>	
DESCRIPTION	NAIC
1. Administrative management & general management consulting service	541611
2. All other business support services	561499
3. All other information services	514199
4. All other personal services	812990
5. All other professional & technical services	541990
6. All other support services	561990
7. All other travel arrangement & reservation services	561599
8. Architectural services	541310
9. Commodity contracts dealing	523130
10. Computer & office machine repair & maintenance	811212
11. Computer management facilities	541513
12. Computer systems design services	541512
13. Computer training	611420
14. Couriers	492110
15. Custom computer programming services	541511
16. Data processing services	514210
17. Document preparation services	561410
18. Educational support services	611710
19. Emergency & other relief services	624230
20. Engineering services	541330
21. Environmental consulting services	541620
22. Facilities support services	561210
23. Fitness & recreational sports centers	713940
24. Foodservice contractors	722310
25. Freight transportation arrangement	488510
26. General warehousing & storage	493110
27. Graphic design services	541430
28. Highway & street construction	234110
29. Janitorial services	561720
30. Language schools	611630
31. Motor vehicle supplies & new parts whsle	421120
32. Multifamily housing construction	233220
33. New car dealers	441110
34. Office administrative services	561110
35. On-line information services	541519
37. Other management consulting services	541618
38. Other scientific & technical consulting services	541690
39. Other telecommunications	513390
40. Remediation services	562910
41. Satellite telecommunications	513340
42. Security guards & patrol services	233210
44. Temporary help services	561230

